


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 41	Patrol	
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This chapter will establish a clear definition of the functions of the patrol operations within the Greenville Police Department. The Greenville Police Department shall provide primary law enforcement functions to the City of Greenville by uniformed police officers on a twenty-four-hour basis. The Greenville Police Department shall support patrol operations with organizational and administrative activities that encourage the most efficient and effective use of personnel and supporting resources.

41.1.1 FIELD OPERATIONS BUREAU FUNCTIONS

CALEA Standards 41.1.1

The Field Operations Bureau is responsible for the protection of life and property, the prevention of criminal activity, the apprehension of criminal offenders, the preliminary investigation of calls for police service, and continuous twenty-four (24) hour directed patrol by uniformed police officers in marked and unmarked vehicles. This responsibility will include such activities as:

- Response to calls for service
- Preventive patrol
- Investigation of crimes, offenses, and incidents
- Crime prevention activities
- Traffic direction and control
- Maintenance of public order
- Provision of emergency services
- Reporting information to appropriate organizational components
- Community Policing activities

The Field Operations Bureau will encourage and support the exchange of information with other units and sections in the Department to coordinate work efforts. This exchange of information is accomplished by the following methods:

- Attendance by investigators to patrol shift briefings
- Periodic supervisor meetings
- Crime Stat meetings
- End of Shift Reports

Emergency Response Availability

The Greenville Police Department provides police services to the City of Greenville 24 hours a day, every day of the week. The Police Department has signed mutual aid agreements with other local law enforcement agencies to provide uninterrupted police service in the event of an emergency.

In order to provide continuous 24-hour coverage, on-duty police officers will remain in service until relieved. Off-duty police are subject to call out in the event additional personnel are required to respond to emergencies or to provide uninterrupted police service.

Court Procedures

The Pitt County Courts do not permit the use of written reports, sworn affidavits, or complaints at preliminary court proceedings and court arraignments in lieu of the police officer's presence except for chemical breath analyses proceedings.

Tele-serve Procedures

Response to calls for service that do not require the dispatch of a patrol officer, and can be effectively handled by receiving information in an alternative manner, may be assigned to the Community Services function. The intent of this procedure is to improve the use of patrol time through the Call Management System. Tele-Serve procedures and the types of calls that may be handled in this manner are specified in Greenville Police Department Policy and Procedures Manual, Chapter 81, and Section 81.1.8 Communications.

41.1.2 SHIFT ASSIGNMENTS**CALEA Standard 41.1.1**

The Field Operations Bureau Commander assigns patrol personnel to platoons in order to provide effective 24-hour coverage according to the following procedure:

- The Field Operations Bureau Commander shall consider the seniority, special skills, knowledge, and abilities of police officers and personnel needs of the Department in making assignments to platoons in order to provide effective coverage.
- On-duty staffing requirements for each platoon shall be determined periodically by the Chief of Police based on calls for service, service area population demands, and criminal analysis statistics. The minimum number may include the Corporal. Platoon supervisors shall have the authorization to pay overtime when it is operationally necessary to maintain effective platoon coverage. If it becomes necessary to pay overtime, the platoon supervisor shall document the overtime on the daily time sheet.
- The Chief of Police retains the final authority in assigning police officers to patrol shifts.

In order to provide around the clock availability, the Patrol Division shall work overlapping shifts. The shifts will overlap by at least thirty (30) minutes. Unless otherwise approved by the Chief of Police, patrol officers will work 11 ½ hour shifts, 6:40 – 6:50. Early cars from each platoon will work 5:40 – 5:50 in order to provide a thirty minutes shift overlap.

District Assignments

Platoon supervisors shall assign police officers to districts according to the following criteria:

- Number of available personnel
- Operational objectives and training priorities
- Police officer experience and specialty skills

District Rotation

Platoon Supervisors shall have the discretion to assign police officers to patrol districts on a rotating basis. The duration of assignments shall be at least 24 months, unless otherwise authorized by the Chief of Police and should be evaluated annually in January by the Field Operations Bureau Commander. Other changes may occur to patrol district assignments based on transfers or on an as needed basis.

Shift Rotation and Day-Off Schedules

Police Officers shall work a two-week rotating schedule that allows for predetermined days off.

Span of Control

In order to provide adequate supervision, guidance, and coordination of police officers, the span of control for first line patrol supervisors will be determined by the Chief of Police.

41.1.3 SHIFT BRIEFING FREQUENCY AND PROCEDURES**CALEA Standard 41.1.2**

The Platoon Commander or on-duty supervisor shall conduct shift briefings prior to each platoon's tour of duty. The purpose of shift briefing is to brief police officers on information regarding daily patrol activities, with particular attention being given to situations and events that occurred while the platoon was off duty. Shift briefing shall begin at least twenty minutes before the platoon is deployed and shall be conducted in a businesslike and professional manner. Shift briefing should cover the following topics:

- The assignment of patrol districts and vehicles
- The assignment of equipment for daily use
- Notification and updates on special investigations or crime patterns by other Departmental Units
- Notification of new directives or changes in existing directives
- Uniform and equipment inspections
- Notification and updates on the status of wanted or missing persons and stolen vehicles, to include descriptions
- The exchange of information with other Department Units
- Notification of special assignments, directed patrol checks, known or potential hazardous conditions and situations, and other appropriate matters
- Notification of upcoming police officer court dates, Grand Jury hearings, and other court-related information

41.2.1 ASSIGNMENT OF OFFICERS TO CALLS FOR SERVICE**CALEA Standard 41.2.1 (SOP 41.2.1)**

The Communications Center is responsible for selecting and dispatching police officers to calls for service. Generally, this is accomplished using a Computer Aided Dispatch System which selects the officer to be dispatched and the Department's Call Management System (Refer to SOP 81.1.2). However, telecommunicators should consider each police officer's availability, duties, and special skills for dispatching calls for service. The dispatching of a police officer carries the authority of an order. To facilitate effective dispatching and minimize response time, police officers will remain in their assigned districts unless otherwise directed by the Communications Center or the on-duty supervisor. A supervisor may countermand or modify the dispatching of a police officer. Officers through their mobile computers have the ability to assign themselves to a call through the CAD self-dispatching function. Specific guidelines regarding the use of this function have been established for officers and telecommunicators. Refer to SOP 41.2.1 for those guidelines.

The Communications Center shall call for a specific police officer(s) and shall expect the police officer(s) to acknowledge the transmission. A police officer that is closer to the location of a call for service than the assigned police officer should notify Communications.

A police officer who is not dispatched to a call for service, but responds to the call, shall inform the Communications Center of their response. Police officers that have knowledge or pertinent information about a pending call for service should transmit the information to the Communications Center so the telecommunicator can dispatch additional police officers if necessary. Police officers responding to calls for service, or supervisors, may direct the Communications Center to dispatch additional police officers as needed.

Situations that require the dispatching of a backup police officer(s) shall include:

- Police officer(s) calling for help
- Crime in progress
- Domestic disturbance

- Alarms
- Calls involving weapons
- Fights
- Calls involving large crowds or loud parties
- Request of the initial responding police officer
- Other calls for service that, in the judgment of the supervisor or telecommunicator, indicate the need for additional police officers

41.2.2 RESPONSE TO CALLS FOR SERVICE

CALEA Standard: 41.2.1

All Greenville Police Department employees operating police vehicles shall exercise due regard for the safety of others. No assignment shall be of such importance, and no police response shall be expedited with such emphasis, that the principles of safety become secondary.

Telecommunicators use a CAD Response file that automatically sets the priority for calls for service. However, telecommunicators have the authority to change the priority of a call for service based on information they have received. Response to calls shall be classified as routine or emergency:

Routine Response

A routine response is a normal operating condition in which police officers respond to calls for service by driving in a safe and courteous manner while adhering to all traffic laws.

Emergency Response

A response without delay condition in which police officers respond to calls in progress when a person's safety and well-being are directly jeopardized; a potentially life-threatening situation.

For emergency responses, police officers shall simultaneously use emergency lights and siren. Police officers shall also adhere to the following requirements:

- Do not drive at a speed that is greater than is reasonable and prudent under the existing conditions (such as traffic/pedestrian volume, roadway conditions, time of day or lighting conditions, and weather conditions) at the time of the response. North Carolina General Statute 20-145 allows police vehicles on an emergency response to exceed the applicable speed limits; however, this exemption does not protect the officer from any consequences of operating their vehicle with a reckless disregard for the safety of others. Police officers shall, when operating their police vehicles, always operate the vehicle with due regard for the safety of others and balance the reason for the emergency response with the interest of public safety.
- Police officers on an emergency response shall stop at intersections when they do not have the right of way, either due to a red light for their direction of travel or other duly erected traffic control devices. Officers shall proceed through the intersection only after seeing that the movement through the intersection can be made safely.

41.2.3 USE OF AUTHORIZED EMERGENCY EQUIPMENT

CALEA Standard: 41.2.1

Police officers shall use emergency equipment only when required by the nature of their dispatched assignment, or when situations confronting them indicate the need for the use of emergency equipment. North Carolina GS 20-156(b) and GS 20-145 does not protect police officers operating vehicles and emergency equipment from the consequences of their reckless disregard of the safety of others. Emergency (red/blue/white) lights shall be used in the following circumstances:

- During pursuit driving
- When responding to emergency calls
- When stopping traffic violators
- When assisting motorists who are parked or stopped in hazardous locations
- When a patrol vehicle is stopped or parked on the roadway while the police officer attends to a hazardous condition or other circumstance, such as traffic direction. When a patrol vehicle is stopped or parked in the roadway, hazardous warning lights shall be used to supplement the emergency lights.

The siren is to be used simultaneously with the emergency lights when in a pursuit situation or when responding to an emergency situation. The siren may be used to signal drivers to stop or yield the right-of-way when other means of attracting the driver's attention have failed.

The spotlight/takedown light should be used as a protection for the police officer, especially when dealing with known or suspected felons. For example, during a traffic stop, the spotlight/takedown light should be used to illuminate the interior of the violator's car so all occupants are kept within view and at a distinct disadvantage when looking back toward the police vehicle and police officer. The police officer should exercise care not to be silhouetted by the light. The spotlight/takedown light should not be used routinely to signal violators to stop due to the possibility of temporary blindness to the violator and other drivers from the glare created by its use.

The public address system should be used when it is necessary to minimize a suspected hazard to the police officer by directing the actions of a violator(s) from a safe distance. The public address system also is a valuable tool for directing persons during unusual conditions, such as natural or manmade disasters.

41.2.4 USE OF FORCE

CALEA Standard: 1.3.1, 1.3.2, 1.3.12

Police Officers will use only the amount of force necessary and reasonable under the circumstances to control a situation, effect an arrest, overcome resistance to arrest, or defend themselves or others from harm. Police officers shall be instructed on Greenville Police Department's Policy and Procedures Manual regarding use of force before being authorized to carry firearms and shall receive in-service training on firearms and use of force at least annually. Greenville Police Department's Policy and Procedures Manual, Chapter 1, Section 1.3.1 Law Enforcement Role and Authority and Chapter 41, Section 41.2.11 Pursuit of Motor Vehicles , details departmental policy concerning use of force.

41.2.5 ON-SCENE SUPERVISOR NEEDS

CALEA Standard: 1.3.1, 1.3.2, 1.3.12

Serious incidents often occur that require the presence of a supervisor on the scene to effectively direct police response and determine investigative priorities. It will be the responsibility of the shift supervisor to effectively direct police response and determine investigative priorities. The supervisor will be accountable for ensuring investigations are conducted in an efficient, effective, and professional manner. The following calls for service, however, mandate a supervisor on-scene response:

- Homicide
- Death investigation
- Natural disasters
- Hostage situation
- Barricaded suspect
- Injured police officer
- Police officer in distress and calling for help
- Bomb threats and/or found explosive devices

- Traffic collisions involving Department-owned vehicles
- Any other incident as directed, dispatched, or requested

41.2.6 CONDUCTING PRELIMINARY INVESTIGATIONS

CALEA Standard: 42.2.1

Uniformed patrol officers shall conduct the preliminary investigations for most crimes and calls for service with the following exceptions:

- Murder/Suspicious Death investigations
- Rape
- Arson

In the exceptions listed above:

- The patrol officer assigned to the incident shall complete an incident report and document all activities prior to the arrival of the police officer assigned to conduct the investigation.
- The appropriate Criminal Investigations Bureau personnel shall be dispatched to the scene as soon as possible to conduct a preliminary and/or follow-up investigation.
- This policy in no way relieves any police officer of their duty to act in circumstances in which immediate action may result in the apprehension or arrest of the offender.

In all cases where a report is required, officers shall document all information obtained and activities regarding the incident and shall complete the report prior to the end of their tour of duty. A report may be submitted the following day with a supervisor's approval. If the officer is not scheduled to work the next day, the report will be completed prior to the end of their tour of duty.

41.2.7 CONDUCTING FOLLOW-UP INVESTIGATIONS

CALEA Standard 42.1.4

All open preliminary investigations will be submitted to the Criminal Investigations Bureau for review and assignment to Investigations personnel. Uniformed patrol officers are responsible for conducting follow-up investigations on traffic-related cases such as hit and run collisions. Follow-up investigations that are the responsibility of uniformed patrol personnel should be conducted in the following manner:

- Review and analyze previous reports prepared in the preliminary investigation
- Conduct additional interviews
- Review Department records
- Collect physical evidence
- Check suspect's criminal history

When a police officer makes an arrest on a warrant that references a case number, the police officer shall prepare a supplemental report and submit a copy to the appropriate investigator.

Greenville Police Department's Policy and Procedures Manual, Chapter 42, Criminal Investigation, details Department policy concerning investigations procedures.

41.2.8 FIELD INTERVIEWS

CALEA Standard: 1.2.3

Police officers should refer to Greenville Police Department's Policy and Procedures Manual, Chapter 42, Criminal Investigations, for guidelines on conducting field interviews. Patrol officers shall submit completed Field Interview Cards to the platoon supervisor not later than the end of the police officer's tour of duty.

41.2.9 FIRST RESPONDER NOTIFICATION REQUIREMENTS

Fire/Rescue/EMS

If not already on scene or dispatched, Greenville Fire/Rescue/EMS shall be notified and asked to respond to incidents involving fire, hazardous materials, or other such situations, and personal injury unless such injury is minor in nature and medical assistance is declined by the injured party.

Medical Examiner

Medical Examiner shall be promptly notified in incidents of deaths determined to be suspicious or otherwise not of natural causes. The date and time of the notification shall be documented in the preliminary investigation report.

Street/Highway Department Personnel and Public Utilities Personnel

Police officers shall notify the Communications Center of any hazardous roadway conditions or any hazardous conditions caused by a public utility. Telephone numbers shall be maintained in the Communications Center to be used for 24-hour contact of responsible parties. If necessary, the police officer shall insure the public is protected from the hazard until the hazard has been alleviated.

News Media

Media notification shall be made by the Department's Public Information Officer or other designated spokesperson in accordance with Chapter 54 of the Greenville Police Department's Policy and Procedures Manual. If the Public Information Officer is unavailable, an authorized media backup spokesperson will make notifications. Incident Supervisors may provide information to the media on the scene of incidents and may generate press releases.

Critical Incident Notification – Command Staff

Notification of designated or appropriate members of the Command Staff shall be made as determined by the Chief of Police. Call-out of notified Command Staff shall be at the discretion of the Chief of Police. Critical incident notification shall be accomplished as follows:

TELECOMMUNICATOR

The on-duty telecommunicator will be responsible for notifying the on-duty platoon commander.

PLATOON COMMANDER

The on-duty platoon commander will be responsible for notifying the appropriate Bureau Commander.

BUREAU COMMANDER

The Bureau Commander will be responsible for notifying the Chief of Police.

INCIDENTS REQUIRING NOTIFICATION OF COMMAND STAFF ARE:

- Serious injury or death of any employee of the Greenville Police Department
- Arrest or restraint of any employee of the Greenville Police Department or a City of Greenville Official
- Murder
- Hostage situations and other high risk situations
- Unusual suicides or suspicious deaths
- Railroad train wrecks or derailments
- Serious fires, arsons, explosions, hazardous chemical spills, disasters, or the threat thereof
- Police firearms discharge

- Other occurrences where the on-duty supervisor concludes that the Command Staff should be informed

Notification of Next-of-kin

The Greenville Police Department will undertake the responsibility of notification of next-of-kin when necessary. The notification shall be done in person by a sworn police officer. When notifications of next-of-kin are requested by other law enforcement agencies, documentation shall be included within the CAD entry which indicates the requesting agency, the date and time of the request and the party contacted.

Additional guidelines for notifications to the immediate family of a deceased, seriously injured, or seriously ill person are set forth in Greenville Police Department's Policy and Procedures Manual, Chapter 55, Section 55.2.3 *Victim/Witness Assistance*.

Line of Duty Deaths/Police Officer Deaths/Funeral Attendance

Police officers of the Greenville Police Department are encouraged to attend the funeral of police officers that are killed in the line of duty from any law enforcement agency within the state of North Carolina. When unique circumstances occur which are not covered by this policy, or the funeral involves an out of state line of duty death, the Chief of Police or designee shall determine the appropriate response from the Department.

The Field Operations Bureau Commander will provide one marked police vehicle for each group of four officers attending the funeral. The senior officer will be responsible for the coordination of all police vehicles participating in the funeral procession, as well as the formation of uniformed police officers at the funeral home and cemetery. The uniform of the day when attending any funeral will be the long sleeve shirt, tie, and hat. Mourning bands shall be displayed on the badges of officers attending a funeral involving other police officers. This includes the funeral of officers who had retired.

Although the Department is sensitive to the emotions of friends and co-workers of a deceased officer, it is necessary to maintain appropriate staffing to provide service to the citizens of Greenville. Each Bureau Commander will make the final decisions regarding the attendance of on-duty personnel from their respective Bureaus.

All personnel, upon becoming aware of the line-of-duty death of a police officer from another agency, should notify the Deputy Chief, along with any information regarding funeral arrangements. If this information is not known at the time of initial notification, it should be obtained as soon as possible. Following notification of the death, one officer will be designated to coordinate plans for attendance by Department officers.

Attendance of officers in uniform at funerals involving the immediate family of Greenville Police Officers, or those involving officers who had retired, must be approved by the appropriate Bureau Commander. This includes both in-state and out-of-state funerals.

Police Chaplaincy Program

Employees of the Greenville Police Department and their families have access to a chaplain through the Greenville Police Department Chaplaincy Program. The mission of the Police Chaplain is to provide a ministry of guidance and counseling to all members of the Department upon request. Guidance and counseling will be provided in matters of spiritual, personal, family, health, employment, and financial matters. Services available through the Police Chaplaincy Program include assistance with death or serious injury notifications. Chapter 22, Section 22.2.7, entitled, *Assistance to Department Personnel and Families, of the Greenville Police Department's Policy and Procedures Manual* lists additional services available through the Police Chaplaincy Program.

41.2.10 IDENTIFYING POLICE HAZARDS**CALEA Standard 61.4.2**

A police hazard shall be defined as any situation, person, property, or place that may create or contribute to an incident requiring law enforcement intervention. Hazards that may be encountered by patrol officers can be

permanent or temporary and may vary hourly, daily, or seasonally. Some hazards may include, but are not limited to, the following:

- Inoperative traffic control signals
- Broken, defaced, or missing traffic control signs
- Open man holes
- Broken water mains
- Severe street potholes
- Downed electrical wires
- Gas leaks
- People, places, or existing situations that have the potential for violence or harm to the police officer due to an established pattern or history.

When a police officer identifies a hazardous condition or situation, the police officer should transmit a report of the hazard to the Communications Center. The officer should safely correct the hazardous condition or situation if possible. A police officer shall not, however, exceed one's scope of authority, level of expertise, or training in an attempt to correct a hazardous condition or situation. When needed, the police officer shall request the Communications Center to notify the appropriate personnel or agency of a hazardous condition or situation so that they may respond to correct it properly. The police officer may be required to maintain a secure perimeter around a hazard and warn people away or otherwise secure an area so that people are not endangered.

Police officers should report long-term hazardous conditions or situations to the on-duty platoon supervisor. Supervisors should disseminate information about known or potential hazardous conditions or situations to police officers during shift briefing.

Notifications critical to the safety or operational effectiveness of the patrol officers on duty shall be made immediately by the Communications Center personnel.

41.2.11 PURSUIT OF MOTOR VEHICLES

CALEA Standard: 41.2.2, 41.2.3

North Carolina General Statute 20-145 allows a law enforcement officer to exceed the speed limit in a police vehicle when operated with due regard for safety in the discharge of official duties. However, law enforcement officers shall be aware of the potential harm to the general public and the emotional engagement that can develop during a motor vehicle pursuit and should, therefore, be directed in their actions by the guidelines for motor vehicle pursuits that have been established by this agency. A motor vehicle pursuit report shall be completed within 24-hours of the conclusion of the pursuit.

Definitions

Authorized Pursuit Vehicles

Only marked police vehicles with emergency lights and siren are authorized to initiate or participate in a pursuit without prior approval from a supervisor. If an unmarked vehicle or a police motorcycle initiates a pursuit, the patrol shift commander shall be advised immediately and a determination made whether to discontinue the pursuit or allow the unmarked vehicle to continue in the pursuit until such time a marked unit can assume the pursuit. As soon as a marked patrol vehicle assumes the pursuit, the unmarked vehicle or police motorcycle should cease pursuing unless specifically authorized otherwise by the Patrol Division shift commander.

Police motorcycles and undercover vehicles are not authorized to initiate or participate in motor vehicle pursuits.

Following a Vehicle

Officers are following a suspect vehicle, but do not engage in apprehension efforts. Officers may be driving in close proximity to a suspect vehicle, but do not activate emergency lights and siren. If a suspect vehicle increases speed

above the legal limit or begins disregarding traffic signs and signals, the officer must either initiate a traffic stop or immediately discontinue following the vehicle unless it meets the criteria for a motor vehicle pursuit.

Reasonable Suspicion

For the purposes of this policy, an officer must be able to articulate specific facts which, when taken in the totality of the circumstances, reasonably indicate that a suspect did commit or has attempted to commit a violent felony or felony controlled substance violation as outlined in this policy.

Termination of Pursuit

A pursuit shall be considered to have been terminated when the suspect vehicle stops or the primary and other participating units have completed all of the following:

- Officers turn off all emergency equipment.
- Officers turn their police vehicles in another direction of travel away from where the suspect's vehicle was last seen heading or pull to the side of the road.
- Officers notify communications that the pursuit has been terminated.

Vehicle Pursuit

A multi-stage process by which a police officer attempts to initiate a traffic stop and a driver resists the directive to stop and increases speed or takes evasive action while refusing to stop their vehicle. Once the driver of a suspect vehicle fails to obey an officer's directive to stop with emergency lights and siren activated, the terms of this pursuit policy will apply.

Violent Felony

For the purpose of this policy, shall be when a suspect has committed or attempted to commit:

- Murder
- Assault With a Deadly Weapon With Intent to Kill or Cause Serious Injury
- Armed Robbery
- Rape
- Use of Explosives/Terrorist Act
- Kidnapping
- Carjacking
- Aggravated Assault on a Law Enforcement Officer

Decision to Pursue

After considering the restrictions contained in this policy, officers may engage in a motor vehicle pursuit when they have a reasonable suspicion to believe that:

- A fleeing suspect has committed or has attempted to commit a violent felony, as defined above
- A fleeing suspect has committed a felony controlled substance violation
- A fleeing suspect has been identified as a wanted felon for one of the above types of offenses
- A suspect vehicle has committed any violation and is not stopping after the activation of emergency equipment; however, the driver is traveling at or below the posted speed limit and has not disregarded traffic lights or road signs. The pursuing officer shall notify communications that the driver "is not fleeing, but has not yet stopped". Once the driver begins to exceed the speed limit or disregard traffic signals, the decision to continue the pursuit must be based on the above restrictions.

All other pursuits are prohibited.

Officers shall not pursue when the danger to the officer or the public outweighs the need to apprehend the violator.

Prior to and during a motor vehicle pursuit, police officers shall evaluate the circumstances of a pursuit to include:

- Visibility and Weather Conditions
- Traffic Conditions (Both vehicular and pedestrian)
- Road Conditions

- Speed and Posted Speed Limits
- Alternative Means of Apprehension
- Nature of the Offense
- Ability to Identify the Operator and/or Vehicle and Apprehend at a Later Date/Time
- Time of Day
- Type/Condition of Police Vehicle

Officers, supervisors, and commanders at all levels have a responsibility to closely monitor the progress of each pursuit. The need for apprehension must be constantly weighed against the potential danger created by the pursuit.

Initiating Officer

A police officer initiating a motor vehicle pursuit will be the primary unit and shall activate blue lights and siren and inform the Communications Center of:

- The beginning of the motor vehicle pursuit and nature of the suspect violation
- The location and direction of travel of the pursuit
- The description of the suspect vehicle (CYMBAL: Color, Year, Make, Body Style, License)
- Other information that could aid in the identification or apprehension of the suspect, or aid in the determination to either continue or terminate the pursuit

Police officers involved in the pursuit shall continue to provide current location and direction of travel information to the Communications Center as often as possible. Officers shall request additional police officers to assist with the arrest if it appears that the primary and secondary units will be unable to safely affect the arrest of the suspect(s) upon completion of the pursuit.

Secondary Unit

A police officer assigned to act as a backup officer in motor vehicle pursuits will be the secondary unit and shall:

- Assist the primary unit during the motor vehicle pursuit
- Facilitate communications between the primary unit, the Communications Center, and the supervisor
- Assist the primary unit with the apprehension and security of the suspect when the motor vehicle pursuit is completed
- Assume the role of the primary unit in the event the primary unit is unable to continue the motor vehicle pursuit; and at which time, the new primary unit shall evaluate the pursuit and determine if the pursuit should be terminated or continued and shall request an additional secondary unit if necessary
- Maintain a safe distance behind the primary unit
- Call for the termination of the pursuit, even as the secondary vehicle, if they feel circumstances exist that would necessitate termination

No more than two police vehicles may be involved in a police pursuit, excluding a supervisor. A patrol supervisor may, however, authorize a third vehicle after considering the nature of the crime and the need for additional back-up.

Telecommunications

Radio communications for all motor vehicle pursuits shall be conducted on the Pitt County Law Enforcement Mutual Aid Talk Group. Immediately upon informing the Communications Center of the pursuit, involved officers are to switch to that talk group. Immediately after being informed of a pursuit, its location and direction, the telecommunicator shall notify the supervisor of the motor vehicle pursuit. The telecommunicator will notify other law enforcement agencies as appropriate and attempt to coordinate the positioning of nearby police officers. The telecommunicator will also broadcast on all operational frequencies an alert tone to be followed by:

- An announcement of the pursuit
- The identification of the primary unit
- The nature of the suspected violation
- The location and direction of travel of the motor vehicle pursuit

Immediately upon notification, it shall be the responsibility of the supervisor in charge to:

- Determine if the pursuit falls within the guidelines of Department policy;
- Take appropriate actions to help insure the safety of police officers involved in the pursuit;
- Take appropriate actions to help insure the safety of the general public;
- Monitor the conduct of the pursuit to ensure that the Greenville Police Department policy is followed;
- Ensure that no more than two police officers are authorized to be actively involved in the pursuit.
- Ensure that only authorized police vehicles are actively involved in the pursuit.

Inter- and Intra- Jurisdiction Pursuits

- Extending Outside the Boundaries of Greenville and the Extra Territorial Jurisdiction, or
- Beginning Outside by Another Law Enforcement and Extending into the Boundaries of Greenville or the Extra Territorial Jurisdiction

The Primary Unit shall inform the Communications Center when crossing city or county lines during a motor vehicle pursuit. It shall be the responsibility of the telecommunicator to notify the appropriate state, county, or city law enforcement agencies that are in a position to be affected by, or to assist in, the motor vehicle pursuit.

Greenville Police Officers will not engage in pursuits initiated by other jurisdictions unless the pursuit would be justified under our pursuit policy *and* if approved by a supervisor. If the pursuit would not be justified under our policy, Officers shall be limited to blocking traffic at intersections within the City limits and limiting traffic flow in the pursuit area. Greenville Police Officers may assist the pursuing agency by strategically deploying a tire deflating device with approval of the patrol supervisor. The patrol supervisor will be responsible for ensuring that the initiating agency is made aware of our expected participation.

- The supervisor will attempt to determine why the person is being pursued and what assistance is requested by the pursuing agency.
- The Communications Center will announce the location, direction, and reason for the pursuit to Greenville Police Officers.
- If the supervisor determines that the pursuit does not fall within our policy guidelines, the supervisor will advise the pursuing Department that back-up will be provided only at the point where the pursuit has been discontinued or terminated.

Forcibly Stopping Vehicles

Using a motor vehicle to forcibly stop a suspect during a motor vehicle pursuit involves the use of deadly force. A police officer involved in pursuits will forcibly stop suspect vehicles only to protect themselves or a third person when the police officer reasonably believes it is necessary to prevent immediate, imminent death or serious bodily injury to themselves or others. A police officer will forcibly stop a vehicle under these circumstances only as a last resort. Police officers are prohibited from engaging in vehicle roadblocks of any kind without specific authorization from the on-duty supervisor. (See Greenville Police Department's Policy and Procedures Manual, Chapter 61, Section 61.3.3 Use of Roadblocks & Roadside Checks)

A tire deflating device, such as the "Stinger" Spike System, is the only method authorized by the Department for stopping a suspect during a pursuit without specific approval from a supervisor to use other means in drastic situations. A tire deflating device is not considered to be a use of deadly force. Only those police officers trained and authorized in the use of tire deflating devices are authorized to use such devices. When a deflating device is used, the following procedures shall apply:

- The police officer deploying the device will notify police vehicles involved in the pursuit that that the deflating device is about to be deployed and the exact location of the device. Upon receipt of notification that deflating device is about to be deployed, police officers involved in the pursuit will allow a sufficient distance between themselves and the suspect vehicle so as to avoid contact with the deflating device.
- The police officer deploying the device will advise police vehicles involved in the pursuit when the deflating device has been deployed.

- Such devices are intended to be used against vehicles with four or more tires, except during deadly force situations. At no time shall a deflating device be used against motorcycles, mopeds, or scooters, *unless the operator or passengers are using deadly force against the officer or the public.*
- In the event a tire deflating device is used by a Greenville Police officer during a pursuit situation involving another law enforcement agency, or a non-pursuit situation, a *Forcible Stopping Report* shall be completed.
- The on-duty supervisor shall complete a Forcible Stopping Administrative Review within three (3) working days after the incident involving forcible stopping has ended. The supervisor shall forward the review to the Field Operations Bureau Commander with a copy to Accreditation and a copy to the Internal Affairs Unit.

Terminating Motor Vehicle Pursuits

The primary unit shall terminate the motor vehicle pursuit when the primary unit believes the danger to the public presented by the pursuit outweighs the danger of allowing the suspect to escape, or when directed by the supervisor to terminate the pursuit. The Secondary Unit may also call for the termination of the pursuit if they believe that circumstances necessitate the termination for the safety of themselves or others.

It shall be the responsibility and authority of the supervisor over the discretion of the Primary and Secondary Units to order the motor vehicle pursuit terminated whenever the supervisor believes the risk to the public presented by the pursuit outweighs the danger of allowing the suspect to escape.

Critique of Motor Vehicle Pursuits

Within three (3) working days after a motor vehicle pursuit has ended, the on-duty supervisor shall critique the motor vehicle pursuit incident relative to compliance with Greenville Police Department's Policy and Procedures Manual, Chapter 41, Section 41.2.11 *Pursuit of Motor Vehicles*. The supervisor shall forward the critique to the Field Operations Bureau Commander with a copy to Accreditation and a copy to the Internal Affairs Unit. The critique shall, at a minimum, address the following:

- Reason for the pursuit
- Justification for continuing the pursuit
- Compliance with (or violations of) policy and procedures
- Officers involved as primary and secondary units

All reports of vehicle pursuits will be reviewed by supervisory personnel, as well as by the Internal Affairs Unit. At least annually, the Office of Internal Affairs shall analyze all motor vehicle pursuits with the intent of observing patterns or trends that indicate a need to address:

- Training needs
- Policy modifications
- The reporting process
- Disciplinary concerns.

41.2.12 MISSING PERSONS

CALEA Standards: 41.2.5

It is the policy of the Greenville Police Department to investigate all reports of missing persons to the fullest extent possible. North Carolina General Statutes 143b-495 and 143b-496 define "Missing Person" as follows:

- MISSING PERSON – Any individual who is 18 years of age or older, whose temporary or permanent residence is in North Carolina, or is believed to be in North Carolina, whose location has not been determined, and who has been reported as missing to a law enforcement agency.
- CATASTROPHE VICTIM – A person missing after a catastrophe.

Procedures

A missing person report will be completed for any person whose last known location was in the City of Greenville, or whose temporary or permanent residence is the City of Greenville and the person's last location is unknown, or whose parents, spouse, guardian, or legal custodian's temporary or permanent residence is the City of Greenville and the person's last location is unknown. When in doubt, officers will take a report. (Refer to 41.2.13 for procedures relating to Missing Children.)

Missing person reports will be investigated through application of the same basic procedures established for other incidents. Initial complaints of missing persons will normally be assigned to patrol officers, unless compelling circumstances indicate the Criminal Investigations Bureau should handle the case. Preliminary investigative efforts shall include, at a minimum:

- Notify all units within the Department of the person's name, physical description, clothing description, health/general condition, point last seen, and possible vehicles involved, if any, or other specific information that might assist in locating the person. This information should be disseminated at the earliest possible moment.
- Obtain a photograph of the missing person.
- Inform the reporting person to call the Police Department as soon as possible should the missing person return, or additional information becomes available.
- Contact persons developed from interviews who may possibly know the whereabouts of the individual.
- Visit possible locations or have other units visit specified areas identified by the reporting person.
- Promptly notify their immediate supervisor when a reported missing person an individual who is mentally and/or physically challenged; an elderly individual who is unable to care for themselves; a person who is believed to be despondent; when the time of day, temperature, and/or length of time before notification of the police mandates immediate action be taken; and/or when the missing person is critically injured, ill, or at-risk in any known way.

As soon as possible, officers will submit a copy of all missing person reports to the Communications Center. Communications personnel, in accordance with North Carolina General Statute 143b-499.1, will immediately:

- Enter data about the missing person into the national missing persons file in accordance with criteria set forth by the FBI/NCIC;
- Inform all on-duty officers of the missing person information;
- Initiate a statewide broadcast through DCI to all appropriate law enforcement agencies to be on the lookout for the individual; and
- Transmit a copy of the report to the North Carolina Center for Missing Persons.

The shift supervisor, unless relieved by higher authority, will be responsible for the search operation and the coordination of all personnel and agencies involved, and will determine when to terminate the operation.

All reports of missing persons will be referred to the Criminal Investigations Bureau for follow-up investigation when all attempts to locate the individual, as previously outlined, have failed or other compelling circumstances exist. Additional information concerning follow-up investigations of missing persons is outlined in Greenville Police Department Policy and Procedures Manual, Chapter 42, and Section 42.1.3 Criminal Investigations.

North Carolina Silver Alert

The Silver Alert System was created to provide additional resources to help locate missing individuals that suffer from dementia related disorders or other cognitive impairments. The alert system is operated through the North Carolina Center for Missing Persons.

ALL of the following criteria must be met before the N.C. Center for Missing Persons will activate a Silver Alert:

- The person is 21 years old or older
- The person is believed to be suffering from dementia or other cognitive impairment
- The person is believed to be missing – regardless of the circumstances
- A legal custodian of the missing person has filed a missing person's report
- A law enforcement agency reports the incident to the N.C. Center for Missing Persons

The North Carolina Center for Missing Persons is the only agency that can activate a Silver Alert. It is the responsibility of the Center to determine whether there is sufficient identifying data to justify a Silver Alert.

The shift supervisor will notify the Field Operations Bureau Commander when a reported missing person is an individual who is mentally and/or physically challenged, an elderly individual who is unable to care for themselves, a person who is believed to be despondent, or when the time of day, temperature, and/or length of time before notification of the police mandates immediate action be taken.

The Field Operations Bureau Commander will make an independent judgment as to whether the N.C. Center for Missing Persons should be contacted and whether further personnel needs, special equipment, search patterns, notification of outside emergency agencies for search and rescue, an investigator to respond to the scene, and whether to contact the Chief of Police, etc.

Notification to the N. C. Center for Missing Persons

The commanding supervisor will ensure that the following steps are taken:

- Notification of the N. C. Center for Missing Persons by calling 1-800-522-5437.
- An assigned detective will complete a Silver Alert form and forward it to the Center at www.nccrimecontrol.or/div/ale/missingpersons/SILVERALERTRELEASEOFINFORMATION.doc
- Enter data about the missing person into the National Missing Persons file in accordance with criteria set forth by the FBI/NCIC;
- Initiate a statewide broadcast through DCI to all appropriate law enforcement agencies to be on the lookout for the individual
- Provide a 24-hour phone number to receive calls during the investigation
- Request activation of the reverse 911 calling system to provide information to the public
- Notification of the National Center for Missing and Exploited Children if the person is 21 years old or younger.

If an officer locates a subject who has been reported missing or comes in contact with a person who is believed to be mentally and/or physically challenged, an elderly individual who appears to be unable to care for themselves, or a person believed to be despondent, the locating officer shall do the following:

- Attempt to locate and contact the reporting person or a responsible person (such as a relative) to whom the found person may be released;
- If the individual has been entered into NCIC/DCI, ensure the found individual is removed in accordance with regulations and procedures established by these respective systems;
- If there are circumstances which lead the officer investigator to believe that releasing the person would not be in the person's best interest, the officer or investigator should return the person to their home, to a medical facility, or contact the Department of Social Services.

41.2.13 MISSING CHILDREN

CALEA Standard 41.2.6

It is the policy of the Greenville Police Department to investigate all reports of missing children to the fullest extent possible. North Carolina General Statute 143b-496 defines a "Missing Child" as follows:

- Missing Child – A juvenile as defined by North Carolina General Statute 7b-101, whose location has not been determined, who has been reported as missing to a law enforcement agency, and whose parents, spouse, guardian, or legal custodian's temporary or permanent residence is in North Carolina, or is believed to be in North Carolina.

The criteria for entering or removing a missing juvenile in the National Crime Information Center's data base as "officially missing" has been established by the Division of Criminal Information, North Carolina State Bureau of Investigation as divided into the following categories for juveniles:

- Missing Juvenile, Disabled – A missing juvenile diagnosed with a physical/mental disability, thereby subjecting themselves or others to personal and immediate danger.
- Endangered Missing Juvenile – A juvenile missing under circumstances indicating that their physical safety may be in danger.
- Involuntary Missing Juvenile – A juvenile missing under circumstances indicating that the disappearance may not have been voluntary.
- Missing Juvenile – A missing juvenile (17 years of age or younger) that has not been declared emancipated as defined by the laws of North Carolina and does not meet any of the entry criteria set forth in the above three categories.

Procedures

A missing juvenile report will be completed for any juvenile whose last known location was in the City of Greenville, or whose temporary or permanent residence is in the City of Greenville and when the juveniles last location is unknown, or whose parents, guardian, or legal custodian's temporary or permanent residence is in the City of Greenville and the juvenile's last location is unknown. When in doubt, officers will take a report.

Missing Juvenile investigations will normally be assigned to patrol officers, unless compelling circumstances indicate the Criminal Investigations Bureau should handle the case. The preliminary investigation shall include, at a minimum:

- Notify all Units within the Department of the missing juvenile's name, physical description, clothing description, health/general condition, point and time last seen, and possible vehicles involved, if any, or other specific information that might assist in locating the juvenile. This information should be disseminated at the earliest possible moment.
- Obtain a photograph of the missing juvenile if possible.
- Inform the reporting person to call the police department as soon as possible should the missing juvenile return, or if additional information becomes available.
- Contact all persons developed from interviews who may possibly know the whereabouts of the missing juvenile.
- Promptly notify their immediate supervisor of a missing juvenile. Provide the supervisor with all pertinent information on the child's age, history of running away, circumstances of disappearance, suspicions of foul play, etc.

As soon as possible, officers will submit a copy of all missing juvenile reports to the Communications Center. Communications personnel, in accordance with North Carolina General Statute 143b-499.1, will immediately:

- Enter data about the missing juvenile into the National Missing Persons file in accordance with criteria set forth by the FBI/NCIC.
- Inform all on-duty police officers of the missing juvenile report and information.
- Initiate a statewide broadcast through DCI to all appropriate law enforcement agencies to be on the lookout for the individual
- Transmit a copy of the report to the National Missing Persons file
- If the report meets the criteria established in 143B -499.7 (b) notification shall be made to the North Carolina Center for Missing and Exploited Children and relevant data provided about the missing child.

Supervisor/Investigations Notifications

The shift supervisor will notify the Field Operations Bureau Commander when a reported missing juvenile investigation does not appear to be a runaway. The Field Operations Bureau Commander will make an independent judgment as to further personnel needs, special equipment needs, search patterns, notification of outside emergency agencies for search and rescue, whether a detective should respond to the scene, and whether to contact the Chief of Police and surrounding area agencies, etc.

The shift supervisor, unless relieved by higher authority, will be responsible for the search operation and the coordination of all personnel and agencies involved, and will determine when to terminate operations.

All reports of missing juveniles will be referred to the Criminal Investigations Bureau for follow-up when attempts to locate the juvenile have failed or when other compelling or suspicious circumstances exist.

Located Juveniles

If an officer locates a juvenile who has been reported missing, the locating officer shall:

- Attempt to locate/contact the reporting person or parent/guardian of the child.
- If the juvenile has been entered into NCIC/DCI, ensure the found juvenile is removed in accordance with regulations and procedures established by these respective systems.
- If there are circumstances, which lead the officer or investigator to believe that releasing the juvenile to their parent, guardian, legal custodian, etc. would not be in their best interest, the officer or investigator should contact the Department of Social Services.

If an officer locates a missing juvenile and, during their investigation, determines or suspects any of the following unusual circumstances, the officer will comply with procedures for handling juveniles as directed in Chapter 44, Section 44.2.2 of the Greenville Police Department's Policy and Procedures Manual and will take the juvenile into protective custody and notify their immediate supervisor.

- The juvenile appears to be out of the zone of safety for his/her age and/or developmental stage.
- The juvenile is mentally incapacitated and not able to care for themselves.
- The juvenile is dependent on medication or other drugs and may be in physical danger.
- The juvenile appears to be the victim of foul play, violence, or abuse.
- The juvenile is in an environment "dangerous" to the youth based on the age and development of the juvenile.

Once a supervisor determines that a missing juvenile report meets the requirements for an AMBER Alert, the supervisor will immediately notify the appropriate Bureau Commander. The Bureau Commander or designee will follow the steps for notifying the NC Center for Missing and Exploited Children as outlined under the AMBER Alert System.

AMBER Alert System

The AMBER Alert System is a critical missing child response program that utilizes the resources of law enforcement and media to notify the public when children are abducted that meet certain critical criteria. NC General Statute 143B-499.2(6a) gives the State of North Carolina authority to develop and maintain the AMBER Alert System. The requirements to activate an AMBER Alert are listed below. ALL of the following conditions must apply.

- The child must be 17 years of age or younger
- The child is believed to have been abducted *or* is believed to be in danger of injury or death
- The abduction is not known or suspected to be a parent of the child, unless the child's life is suspected to be in danger of injury or death.
- The child is not believed to be a runaway or voluntarily missing
- The abduction has been reported to and investigated by a law enforcement agency.

Only the North Carolina Center for Missing Persons can validate the need for an AMBER Alert and *activate* the system. The NC Center for Missing Persons serves as the State's central repository for information regarding missing children and adults.

Requirements of Law Enforcement Agencies

If a missing child report meets the criteria established in G.S. 143B-499.7(b), the law enforcement agency shall notify both the NC Center for Missing Persons and the National Center for Missing and Exploited Children.

Prior to notifying the NC Center for Missing Persons, the investigating agency will:

- Determine the criteria are met

- Obtain approval from the Department's Chief or designee
- Enter the information into NCIC and format an Amber Alert through DCI
- Establish a 24-hour attended phone number
- Continue the ongoing investigation
- Use the AMBER Alert fact form kept in Communications to compile all relative information

Notify the North Carolina Center for Missing Persons by:

- Calling 1-800-522-5437 or (919) 733-3914
- Transmit the completed AMBER fact form by fax to (919) 715-1682
- Transmit a true photographic image of the victim and, if possible, the abductor by Internet, fax, or in person if time constraints are not prohibitive.

41.2.14 INCIDENTS OF DOMESTIC VIOLENCE

55.1.1, 55.1.3

Historically, police have been unsuccessful in deterring acts of domestic violence and the criminal justice system has not adequately dealt with the problem. A significant problem with domestic violence is the reception and the escalation of the violent acts. Officers should recognize that domestic violence differs from other crimes because of the intimate relationship between the parties involved. Officers will respond to domestic violence as they would any crime by pursuing the remedies appropriate to the offense. However, calls of this nature may require extra assistance to ensure the victim's safety. It is the policy of the Greenville Police Department to refer abusers and victims of domestic violence to professional agencies for counseling and to arrest persons found to be responsible for crimes in domestic situations.

This directive establishes procedures for responding to domestic violence related calls and outlines steps that officers should take when dealing with violent acts within the legally defined family structure and within environments where persons are living together, although not legally related, or have lived together, whether or not legally related, as defined by North Carolina General Statute.

Officer Response to Domestic Violence Calls – On Scene Investigation

Officers will respond to all incidents of domestic disturbances as quickly and safely as possible. Due to the volatility of such calls, the telecommunicator will dispatch at least two (2) officers to incidents involving domestic disturbances.

Upon arrival at the scene, the officers will, if necessary, immediately separate the parties if they are involved in immediate or possible physical confrontation. The responding officers will interview each party separately. The officers will ensure the victim's safety and privacy by interviewing the victim in an area out of sight and hearing range of the assailant, witnesses, and bystanders. *The officers should not reveal to the victim their intended enforcement action until all available information is collected.*

IN QUESTIONING THE VICTIM, THE OFFICER WILL:

- Use supportive interview techniques
- Ask the victim about previous domestic incidents, their frequency and severity.
- Determine if any special court orders are in effect, such as a 50B (Domestic Violence Protective Order). The officer will ask the victim whether there is such an order and if so, can the victim produce a copy.
- If the victim cannot produce a copy of a valid order but maintains an order is active, verify the existence and effective period of the order by contacting the Greenville Police Department's Communication Center, the Sheriff's Office, or the Office of the Clerk of Court.
- Determine if the order is from another jurisdiction and attempt to verify the order through that jurisdiction. If possible, the officer should attempt to obtain a faxed copy of the order. The officer should ask the victim to specify the appropriate agency to contact.

- The officer can rely on the order presented by the victim along with a statement from the victim that the order is still in effect. (NOTE: A false statement made by the victim as to the effectiveness of the order is a misdemeanor offense.)

IN QUESTIONING THE WITNESSES, THE OFFICER WILL:

- Interview any witnesses as fully and as soon as circumstances allow.
- If the witnesses provide information about prior incidents, document such incidents to establish a pattern.
- Document names, addresses, and phone numbers of the witnesses for follow-up interviews or possible court testimony.
- Check with neighbors if no witnesses are at the scene.

IN QUESTIONING CHILDREN, THE OFFICER WILL:

- Interview children in an age-appropriate manner, preferably alone.
- Determine if the child was present during the incident or victim was holding the child when the suspect inflicted an injury; possible child abuse charges may be appropriate.
- Document signs of trauma and any apparent healing of abuse wounds.
- Photograph children if appropriate.

Determination of Probable Cause

The responding officer will arrest the assailant whenever an arrest is authorized, including a warrantless arrest for certain domestic misdemeanors which did not occur in the officer's presence. Officers must thoroughly investigate all allegations and evaluate probable cause on the totality of the circumstances.

Primary Aggressor

The primary aggressor is the party who is most likely to initiate and continue the violence. Elements to consider when evaluating who is the aggressor:

- Evidence from the involved persons – injuries, statements, etc.
- Evidence from witnesses of the domestic abuse.
- Self defense wounds; the aggressor may have scratches on arms and hands or bite marks on the chest or arms; the victim may have bruises on forearms, bilateral injuries, scratches on his/her own neck, etc.
- Existence of a 50B order.

Mutual/Dual Arrest

Mutual or dual arrest of both parties in a disturbance where domestic violence is present may trivialize the seriousness of the situation and potentially increase the danger to the victim. Mutual arrest is not encouraged – a supervisor must be notified before a mutual arrest is made. Often injuries are inflicted upon a suspect by a victim while defending himself/herself from the suspect's aggression. Self-defense is not a crime; a person is entitled to use a reasonable amount of force to protect themselves from the assault. A person may not use more than necessary force, nor continue force once the threat has ceased.

- If visible bodily injury exists on both involved parties, before making an arrest the officer will determine if one of the parties was acting in self-defense. If so, arrest only the other party.
- If neither party can be determined to have acted in self-defense, decide if one of the parties was the primary aggressor in the violent incident. If so, arrest only this party.
- If neither party can be determined to have acted in self-defense and the responding officer cannot determine either as a primary aggressor, call a supervisor to determine if both parties or either should be arrested. A supervisor must be called before a mutual/dual arrest is affected.

Suspect Not on Scene

Reasonable efforts should be made to locate the suspect in the area or in frequented places. If the suspect is not taken into custody, but probable cause exists to believe a domestic crime was committed by the suspect, the officer is required to do one of the following:

- Assist the victim in obtaining a warrant by transporting or accompanying the victim to the magistrate's office and providing the necessary assistance; or
- Officer will obtain the warrant; or
- Officer will document the circumstances when probable cause does not exist to obtain a warrant in a Domestic Violence incident report.

These actions must be completed either during the initial response or before the end of the officer's tour of duty. Reasonable efforts should be made to serve the warrant as soon as possible. The officer should emphasize to the victim and the perpetrator that the arrest is initiated by the State's action, not the victim's. The arrest decision is the responsibility of the officer; therefore, the officer should not consider any of the following factors alone as a reason to discredit a victim or to eliminate finding probable cause:

- The victim's opposition to arrest
- Any victim claims of being unwilling to prosecute
- Any speculation that the victim may not follow through with the criminal justice process
- Arrest may not lead to conviction
- The relationship or marital status of the suspect and the victim
- The potential financial consequences of arrest
- The victim's history or prior complaints
- Verbal assurances that the violence will cease
- The victim's emotional state
- The location of the incident, i.e. public or private
- Whether or not the suspect lives on the premises with the victim
- The injuries are not visible

Arrests Prior to the Issuance of a Domestic Violence Protective Order

Officers are authorized by North Carolina General Statute 15A-401(b) to make warrantless arrests for misdemeanor assaults that are committed outside the officer's presence provided the victim and perpetrator are in a personal relationship defined under General Statute 50B-1 or a valid protective order has been issued excluding the person from the residence or household occupied by a victim of domestic violence or directing the person to refrain from doing any or all acts specified in General Statute 50B-3(a) 9.

If the officer concludes that a felony assault has occurred, the officer shall make a felony arrest regardless of the relationship of the victim to the perpetrator.

Incident Reporting

Documenting our responses to domestic disputes and disseminating the Victim Rights Information Card can ensure that potential victims are provided with information on a victim's legal rights to include criminal complaints, civil complaints, and domestic violence protective orders and other local domestic violence programs. This written documentation can also prove invaluable in cases of prosecuting future incidents or educating patrol officers of potential problems.

Officers who respond to reports of domestic violence or domestic disputes shall complete an incident report documenting the incident, regardless of the existence of evidence that a crime has occurred. Reports will be taken even in cases of third party complainants or anonymous callers. When probable cause exists that a crime has occurred, it will be reported and investigated according to policy. Incidents where an assault is reported, however, no probable cause exists, should be titled "Assault" with an "unfounded" disposition.

Incidents that suggest that no criminal act occurred shall be reported on an incident report and entitled "Domestic Call for Service". Pertinent information that should be included in the report includes:

- Any threats made by any parties involved
- Any admission of past assaults or domestic violence disputes

- Any physical evidence that could have been the result of a domestic dispute, past or present (damaged furniture, holes in the wall, etc)
- Any statements made by neighbors, the caller, children, or other witnesses relating to the domestic dispute or past incidents
- Any statements made that involve drug use, depression, or mental health
- Any information on a recent significant event involving the parties such as anniversary, recent separation, extra-marital affair, etc

In all cases of an officer's response to a domestic dispute where probable cause exists and the suspect is still on the scene, an arrest will be made. In addition, in all cases of an officer's response to domestic disputes, involved parties shall be provided with a Victim's Right Information Card. Reports indicating that there is no evidence of an assault or other crime should be given an "unfounded" disposition.

Arrest With Violation of Domestic Violence Protective Orders

A Domestic Violence Protective Order is issued by the District Court in cases where a victim has been assaulted and is likely to be assaulted again by a spouse. This order grants immediate relief to the victim by ordering the abuser out of the home.

Warrantless arrest is authorized and required by NC General Statute 50B when the officer has probable cause to believe that the suspect has violated a valid domestic violence protective order which contains provisions prohibiting harassment, threats, further abuse, and/or presence at the victim's residence.

The officer must arrest the perpetrator regardless of the present relationship or circumstances between the victim and the perpetrator. Even if the perpetrator has moved back into the residence named on the 50B order, or the victim has invited the perpetrator to his/her residence, the officer must arrest once the active order is confirmed. Only a subsequent court order dismissing the 50B order can nullify the enforcement of that order.

When the suspect is processed at the Magistrate's Office, the officer may write a citation or seek a warrant for the violation of the DVPO and any additional criminal charges. (For example- violation of the DVPO and communicating threats)

Ex Parte Orders

An ex parte order is a temporary order valid for up to ten days or until the set court date (not to exceed ten (10) days) for the 50B hearing in which both parties are present. To enforce an ex parte order, the officer should confirm the validity of the order by checking the court date on the Notice of Hearing. If the court date is showing an expired date, then contact the Sheriff's office for a possible continuation date for the order. If the Sheriff's Office advises the order is expired then explain to the victim that the complaint must be re-filed and this ex parte order is null and void. However, check with the victim as to whether the ex parte order has been replaced with a permanent order. In that instance, the permanent order takes precedence. If the order is valid, confirm that the restrained party has been served with the notice of the protective order complaint.

- If the restrained party was served, enforce as a 50B order.
- If the restrained party has not been served, attempt to serve through the Pitt County Sheriff's Office.
- Inform the suspect of the order.
- Document actions in a written report.

Other Jurisdiction Orders

Protective orders from another jurisdiction within North Carolina, or from another state should be honored as any other valid protective order as dictated by the full faith and credit section of the Federal Violence Against Women Act of 1994 (VAWA 18 U.S.C. 2265). Officers should check with the issuing jurisdiction to verify the validity and authenticity of the order if the victim cannot produce a valid copy. If the suspect crosses state lines to violate an order, a federal charge is applicable in addition to the state offense.

NC General Statute 50B Order Verification

The officer should carry a printed copy of the 50B order with the arrestee to the Magistrate's Office. The officer may photocopy the victim's copy, or copy the order on file with the Sheriff's Office or Office of the Clerk of Court. Before placing the subject in custody, the officer should confirm the order through a DCI records check, and if unable to locate, check with the originating jurisdictions' Sheriff's Office or Office of the Clerk of Court to confirm:

- The date on the order
- The expiration date
- The terms of the order
- Any exceptions written in the order in regard to child custody or the like that may make the arrest false
- Whether the person restrained has been served with the notice of the order if an ex parte

If the officer cannot verify the existence and status of the order, the victim should be told how to get another copy of the order from the Office of the Clerk of Court. The officer should explain that the victim needs to keep a copy available at all times.

Enforcement When Suspect Not on Scene

If a violation occurs and the suspect is not on the scene, officers should attempt to locate the suspect in the immediate area or any other place identified by the victim, such as a place of employment, relatives' house, etc. If located at any time, the suspect can be arrested immediately without a warrant. If the suspect is not found after a reasonable search, officer should assist the victim in obtaining a warrant for the violation and prepare a report documenting the incident.

Other Criminal Action

If another criminal action such as an assault, occurred with the domestic violence protection order violation, the officer shall follow the procedures required for any crime by pursuing the criminal remedies appropriate to the offense.

Disposition of Personal Property

Provisions of a protective order which allocate personal property such as furniture, cars, or other items must be enforced through the civil process and are not within the officer's authority. In the absence of a warrant or probable cause, the officer should remain neutral and be concerned primarily with maintaining the peace and safety of those present. However, the officer(s) may stand by while a victim of domestic violence gathers *necessary* clothing, belongings; tools of the trade, etc., upon the issuance of a Domestic Violence Protective Order (see directive section entitled "Related Calls for Service")

Federal Crimes

The Safe Homes for Women Section of the Violence Against Women Act (VAWA) creates federal crimes related to domestic violence in the following circumstances:

- If the suspect crosses the state lines with the intent to injure, harass, or intimidate an intimate partner and such action involves a crime of violence by which the victim is injured. (18 U.S.C.A. 2261 (a) (1))
- If the suspect causes a spouse or intimate partner to cross state lines by force, coercion, duress or fraud where such action also results in bodily injury to the victim. (18 U.S.C.A. 2261 (a) (2))
- If the suspect crosses state lines with the intent to violate a protection order and thereafter acts to violate the order either in the issuing state, or another state. (18 U.S.C.A. 2262 (a) (1))

When a Special Victims Unit Investigator of the Greenville Police Department becomes involved in the investigation he/she shall be responsible for contacting the U.S. Attorney's Office in instances where a federal crime is committed (if contact has not been previously made). The F.B.I. may be called as a liaison for the U.S. Attorney's Office to expedite the warrant process.

Arrest under Special Conditions

Juveniles

When the accused is less than 16 years of age, the provisions of this protocol are fully applicable, except that an arrest should be made and the juvenile processed pursuant to the North Carolina General Statutes, Chapter 7B, Article 5.

Mental Illness/Substance Abuse

An officer should not allow the possibility of mental illness or substance abuse to preclude a valid criminal arrest. For more information on dealing with subjects who are believed to have a mental disorder, see Greenville Police Department Policy and Procedures Manual, Chapter 41, and Section 41.2.15.

Public Officials

Domestic disturbances involving prominent citizens, public officials, or police officers may present particular difficulties for the responding officer. In such circumstances, the responding officer will request a supervisor to respond to the scene. The responding officer should take whatever action is necessary to protect the victim and detain the assailant while waiting for the supervisor. When there is probable cause to believe that the accused has committed a crime, the procedure followed upon arrival of the supervisor should be the same as it would be in any domestic incident. The status of the accused shall not influence the decision to arrest when probable cause exists.

Departmental Employee Involvement in Domestic Abuse

If employees of the Department are involved in a domestic situation and sworn personnel are dispatched or called to the scene, the following procedure shall be applied:

- The first responding officer shall notify the on-duty Platoon Commander. The on-duty Platoon Commander shall notify the Special Victims Unit and an investigator will respond.
- The responding Special Victims Unit investigator shall notify the Special Victims Unit supervisor as soon as possible after obtaining the facts.
- The Special Victims Unit supervisor will notify the involved personnel's chain of command and the Internal Affairs Officer.
- The Internal Affairs Officer shall notify the Chief of Police
- The Special Victims Unit supervisor will stay in contact with the investigator and be aware of all circumstances surrounding the case.
- The Special Victims Unit supervisor will notify the Commander of the Criminal Investigations Bureau and update them on the progress of the investigation. In addition to the notification, copies of the case file will be delivered to the Office of Internal Affairs and the Criminal Investigations Bureau Commander.
- The supervisor of the Special Victims Unit will make periodic status reports to the Bureau Commander.

If any employee of the Greenville Police Department has knowledge of an on-going domestic violence situation involving another employee, the employee shall notify his/her immediate supervisor, who shall notify the chain of command. The domestic violence incident shall be reported through the chain of command to the Bureau Commander of the involved employee. The Bureau Commander shall then inform the supervisor of the Special Victims Unit who will initiate a formal investigation.

The provisions of this article are intended to further the credibility of the Department and are not to be construed as creating a standard of response or investigation which automatically assumes guilt, penalizes, punishes, or exonerates Department employees.

Evidence Collection and Documentation

Whenever probable cause exists and an arrest is made or pending, the officer must collect relevant evidence and document the incident.

Excited Utterances

The officer shall record any spontaneous declarations or excited utterances made by the victim or the assailant. These are statements relating to a specific event made by the victim while under the stress of excitement caused by the event. The officer must record the demeanor of the victim or assailant at the time in order for such statements

to be admissible as evidence. Any statement made by the suspect at any time, before or after arrest, before or after Miranda, may be used in court.

Photographs

The officer will ensure that photos are taken of:

- Visible injuries on the victim; specifically, old scars and fading bruises to establish pattern, fresh injury, "hidden" injuries concealed by clothing
- Visible injuries of the assailant
- Crime scene to include disarrayed or damaged furniture, empty alcohol containers, blood, smashed or broken doors, windows and locks
- Weapons
- Follow-up photos should be taken 24-48 hours after the incident

Evidence

The officer will collect and preserve all physical evidence necessary to support prosecution, including evidence substantiating the victim's injuries, evidentiary articles that substantiate attack or a pattern of abuse, and any other evidence that records the scene. Officers may want to diagram the crime scene. Physical evidence shall include, but is not be limited to:

- Weapons used in the assault, even "non-traditional" weapons such as a telephone cord or broomstick
- Torn/bloody clothing
- Destroyed property such as a phone ripped from the wall
- Answering machine tapes, letters from suspect, etc

Crime Report

The officer will complete the Domestic Violence Incident Report, the Victim Statement Supplement, and the Domestic Violence Supplement reports for all arrests covered in this protocol. The same reports must also be completed for felonious domestic incidents. A copy of the Domestic Violence Incident Report should be provided to assist judges at the bond hearing. Any other reports generated for such calls should be clearly marked "DOMESTIC VIOLENCE INCIDENT" as an aid in processing the accused and for the identification of such cases. The officer will complete an Incident Report for any call in which domestic violence is present or alleged, regardless of whether or not there is an offense for which an arrest can be made. If the person was arrested on a felony charge, the police officer conducting the investigation shall prepare a 96-hour report.

After the Arrest

After the arrest, the officer should advise the victim of what procedures would occur next, including:

- *ACCUSED'S RELEASE FROM CUSTODY* – The perpetrator could be released in a few hours. The victim should contact the criminal magistrate to find out the disposition of the perpetrator's bond.
- *PRE-TRIAL RELEASE CONDITIONS* – Conditions such as prohibiting the defendant from abusing or harassing the victim, or excluding the defendant from the home or workplace may be set at the hearing. The victim should obtain a copy of the release conditions at the Criminal Clerk of Court Office to produce in case of violation.
- *REPORT INFORMATION* – The officer will provide the victim with a copy of the Victim/Witness Notification Form and indicate the case number, the officer's name, personnel number, and a follow-up number.

Victim Safety

To ensure victims of domestic violence are adequately protected from future danger, every domestic violence victim will be provided with written victim assistance information. Additionally, officers will:

- Advise victims of legal rights to include criminal complaints, civil complaints, and Domestic Violence Protective Orders.
- Encourage the victim to contact the local domestic violence program for assistance.
- Arrange for or provide transportation to a shelter, a medical facility, the courthouse, or other safe place, if the victim so requests.

Related Calls for Service

Assist a Person Call

Officers are often requested to assist a person in moving belongings, or to escort a victim in domestic situations. If an officer responds to such a domestic related call, the officer will stand by until the caller has completed the task. "Belongings" will be limited to essential clothing, food, tools of the trade, or medical supplies. If the task cannot be completed within a reasonable amount of time, notify the victim that you will not be able to continue to stand by, and to make arrangements for further assistance at a different time. The officer will advise a supervisor of any problems.

If the suspect is present, officers should not leave until the victim is able to leave as well (unless the victim advises differently and no DVPO exists). If a DVPO exists between the parties, the officer shall take all necessary precautions to assure the safety of the victim and to prevent any undue harassment. If a DVPO violation should occur, appropriate action outlined above must follow.

Warrant Service

Officers should make every effort to serve any domestic violence warrant in an exigent manner due to the potential for further violence between the perpetrator and the victim.

Professional Conduct

Whenever officers interact with victims of domestic violence, officers should conduct themselves in a professional manner and refrain from making any personal remarks or expressing any personal opinions on the circumstances between the victim and the perpetrator.

41.2.15 DEALING WITH THE MENTAL HEALTH CONSUMER

CALEA Standard: 41.2.7

Recognizing Mental Illness

Officers must be aware that mental disorders are health conditions that are characterized by alterations in thinking, mood, or behavior. Officers are trained as part of their basic law enforcement curriculum and during in-service training in recognizing possible verbal, behavioral, or environmental cues that could suggest the existence of a mental illness. Additionally, all agency personnel receive training through in-service training, roll call training or other types of training in recognizing possible verbal, behavioral or environmental cues that suggest the existence of a mental illness.

Commitments or Referrals

If an officer believes that an individual may be suffering from a mental illness, the officer should take appropriate action or make the necessary referrals, depending on the situation.

In situations where the individual is mentally ill, or shows behavior that may indicate a mental illness, EMS may be called to transport an individual. If there are no commitment papers and/or the person has not demonstrated intent to harm themselves then officers are not authorized to physically force an individual to be transported by EMS, even if a doctor has ordered EMS to transport.

If the individual with a mental illness is the offender, the officer may determine that an involuntary commitment to a mental facility is necessary. In this case, the officer will restrain the accused and follow emergency commitment procedures as required by the North Carolina General Statutes. The officer should not allow the possibility of mental illness to preclude a valid criminal arrest.

If officers respond to a call involving an individual with a mental disorder who is requesting assistance or resource information, the officer shall refer the individual or family members to a mental health service provider such as the Real Crisis Center, Mobile Crisis Unit, or other similar service agencies as appropriate to the situation. If a voluntary

or involuntary commitment is determined to be appropriate, the officer will assist the individual or family in the process.

Guidelines for Dealing with Persons Suspected of Mental Illness

When officers come in contact with a subject believed to be suffering from a mental disorder or mental health consumer, they shall respond to each situation using the guidelines taught in training. Officers should keep personal safety, as well as the safety of the public and the mental health consumer, in mind at all times. If use of force becomes necessary, officers will attempt to use the least amount of force necessary in controlling the situation or effecting the arrest.

Involuntary Commitments

Once an officer has obtained the necessary paperwork and transports a mental health consumer to Pitt Memorial Hospital for an involuntary commitment, the officer will remain with the consumer for a minimum of one hour. After an hour has passed, the officer may contact the on-duty patrol supervisor to assess the situation. Based on the circumstances, including the reason for the commitment, the consumer's demeanor, and any other factors, the supervisor may relieve the officer to return to other duties. The officer and supervisor must be able to articulate the reasons upon which that determination is based.

If the decision is made that the officer should remain with the consumer, the on-duty supervisor will periodically re-evaluate the situation to determine if the officer may be relieved. Written documentation of those observations shall be included in the officer's report.

If the determination is made that the officer will be relieved, the officer shall notify appropriate hospital staff personnel, including the on-duty Emergency Department charge nurse and the Pitt County Memorial Hospital police officer who is assigned to work in the Emergency Department. This notification should be given at least fifteen minutes in advance of actually clearing the hospital.

Mental Illness Training

In addition to the mental illness training received by all entry-level sworn personnel during Basic Law Enforcement Training, all department personnel will receive initial entry-level training and in-service training at least every three years as part of the Department's in-service training conducted through the Training Unit.

Greenville Police officers participating in the Mental Health Crisis Intervention Team (CIT) program receive additional specialized training and are available to respond as needed to assist with situations involving persons with mental illness who are in crisis. Those officers trained as CIT officers are designated as such in CAD records and shift assignment records. Additionally, tele-communicators receive similar training to allow them to recognize callers in crisis and respond appropriately.

41.3.1 UNIFORM SPECIFICATIONS**CALEA Standard: 41.3.4**

All employees of the Greenville Police Department are responsible for conforming with the standards relating to the wearing of uniforms and equipment described herein and as required by Greenville Police Department's Policy and Procedures Manual, Chapter 26, Section 26.1.2 Disciplinary Procedures. No apparel or equipment shall be worn or carried except as authorized by the Chief of Police. Police officers, when performing police-related work in off-duty hours, may wear their uniforms as approved by the Chief of Police. The Greenville Police Department provides each plain-clothes officer with a clothing allowance, the amount to be determined by the Chief of Police on a yearly basis. All Greenville Police Department sworn personnel shall maintain at least one complete patrol uniform as issued by the Department and a complete issue of all assigned equipment in operational order, even when assigned to a specialized unit or a non-uniform position.

Uniform Specifications for Departmental Ceremonies, Funerals, and Special Functions

The issued patrol officer uniform, short or long sleeve depending on the time of year will be referred to as “the uniform of the day”. This includes the police shirt, slacks, shoes, socks, tie, if applicable, and gun belt with issued equipment. When sworn officers attend special Departmental ceremonies, funerals, or other significant functions in uniform, the following uniform specifications will be observed.

Funerals

All sworn officers attending funerals or memorial services in uniform, regardless of the season, will wear the long sleeve shirt, tie, and hat. This includes officers assigned to special units such as Special Operations, Bicycles, Canine, Traffic, IMPACT, or the Forensic Services Unit.

Departmental Ceremonies and Special Functions

Any sworn officer attending a special Departmental ceremony, special function, or event in uniform, and as a representative of the Greenville Police Department, will do so in full “uniform of the day” attire, regardless of their assignment within the Police Department, unless otherwise advised by the Chief of Police or designee. “Uniform of the day” includes police shirt, slacks, socks, shoes, and leather gun belt. Issued police shorts, bicycle pants or shirts, etc. shall not be worn.

Uniform Specifications for Patrol Platoons

Shirt and Tie

Long and short sleeve shirts for patrol platoons shall be dark blue, with Greenville Police Department insignia patches at the top of each sleeve. Ties will be blue clip-on style issued by the Department. Uniformed Police officers will only wear shirts and ties issued by the Department.

Pants

Pants for patrol platoons shall be dark blue. Uniformed police officers will only wear pants issued by the Department.

Shoes and Socks

Uniformed police officers will only wear black shoes issued by the Department or approved by the Chief of Police. Uniformed police officers must wear black socks.

Uniform Specifications for Patrol Special Operations/Bicycle Patrol

Patrol Special Operations

Special Operations Officers will wear the appropriate uniform of the day as worn by Greenville patrol officers. This includes issued shirt, pants, shoes, and leather gear. Special Operations Officers who are on a bike the majority of their shift will wear the uniform designated for bicycle officers.

Bicycle Officers

Patrol Special Operations Officers assigned to bicycle patrol will wear bicycle patrol long sleeve shirts and bicycle patrol pants during the winter. For summer, bicycle patrol officers will wear short sleeve high visibility knit shirts with the Greenville Police Department badge imprinted over the left breast and with the word “POLICE” imprinted across the back shoulders with four-inch letters and issued bicycle shorts.

Special Operations Officers will wear black boots with a lug-type sole and plain rounded toe. Boots will have a lace front and may be a combination of leather and cordura nylon. Bicycle Patrol officers will wear the same type boots for winter only. For summer, Bicycle Patrol officers will wear black leather athletic shoes with black ankle length socks.

All shoes and boots will be issued by the Department unless otherwise approved by the Chief of Police or designee. Special Operations Officers and Bicycle Patrol officers will only wear boots and shoes issued by the Department unless otherwise approved by the Chief of Police or designee.

Wearing of Issued Uniforms and Equipment

The Chief of Police or a designee shall specify dates for wearing winter and summer uniforms.

Hat

Police officers shall wear issued hats for the following occasions:

- Assigned traffic control
- Funerals and funeral escorts
- Parades
- Formal occasions
- When directed by the Chief of Police
- At the discretion of the supervisor

Toboggan

Employees may wear only the Department issued black toboggan identified by 1 inch gold GPD letters centered on the front of the toboggan.

Winter Shirts

Long sleeve winter shirts may be worn with a clip-on tie or over a black mock neck shirt by uniform personnel. Collar insignia will be centered on the collar $\frac{1}{2}$ from the collar point toward the neck seam and $\frac{1}{2}$ inch from the bottom edge. Sergeants and Corporals shall wear chevrons centered below the Department shoulder patch. Master Police Officers shall wear a single chevron with a rocker attachment, and Advanced Police Officers shall wear a single chevron centered below the Department shoulder patch. During special events, as announced by the Chief of Police, a long sleeve winter shirt displaying hash marks may be worn. The shirt may have one hash mark for every five year increment of service with the Greenville Police Department and shall be worn on the left sleeve approximately two inches above the left cuff.

Summer Shirts

Uniform personnel shall wear summer shirts when authorized. A tie shall not be worn with the summer shirt. T-shirts worn under the summer uniform shirt shall be v-neck or black crew neck. White crew neck T-shirts are not authorized. Collar insignia shall be centered $\frac{1}{2}$ inch from the collar point toward the neck seam and $\frac{1}{2}$ inch from the bottom edge. Sergeants and Corporals shall wear chevrons centered below the Department shoulder patch. Master Police Officers shall wear a single chevron with a rocker attachment, and Advanced Police Officers shall wear a single chevron on the sleeves, centered below the Department shoulder patch.

Collar Stars

Patrol platoon officers may purchase and wear small collar stars. If worn, collar stars shall be placed in the apex of each corner of the collar.

Badge

The badge shall be worn in the badge holder of the outer most garment.

Name Tag

The name tag shall be worn on the right breast pocket with the top of the plate lined up with the top line of the pocket.

Accessory Pins/Insignia

Approved pins and ribbons shall be worn centered directly above the nametag.

Whistles

Whistles shall be carried by all patrol platoon personnel. Whistles shall be worn with the chain hooked underneath the right shoulder epaulet and the whistle placed in the right breast pocket. The chain shall be placed under the right corner of the pocket flap.

Jackets

The only emblems sewn on the jacket will be those issued by the Department or authorized by the Chief of Police. No collar insignia will be shown, however, Lieutenants and above will wear rank insignia on the epaulets with the outside edge $\frac{3}{4}$ inch from the outside seam of the epaulet. Sergeants and Corporals shall wear chevrons centered below the Department shoulder patch. Master Police Officers shall wear a single chevron with a rocker attachment, and Advanced Police Officers shall wear a single chevron the sleeves, centered below the department shoulder patch.

Gear

Leather and nylon gear shall be worn as issued by the Department or approved for wear by the Field Operations Bureau Commander, the Deputy Chief, or the Chief of Police.

Uniforms and Clothing Allowance

The Greenville Police Department provides each police officer with sufficient uniforms and equipment to perform assigned duties.

Initial Issuance – Police Officer

All new police officers shall be fitted for uniforms and related equipment through the Personnel and Recruiting Officer in the Professional Standards Division. An "Initial Issue – Police Officer Form" shall be completed by the Personnel and Recruiting Officer.

Upon notification, new personnel will report to the Personnel and Recruiting Office, where initial uniforms/equipment shall be issued from existing supplies. If equipment must be ordered, the new employee will be notified upon its arrival and will be responsible for picking it up from the Personnel and Recruiting Office.

Initial issue for new police officers shall include:

- Four shirts
- Four trousers
- Winter coat
- Uniform hat
- Hat Badge
- One tie
- Toboggan
- Raincoat
- Leather gear set
- Handcuff set
- Traffic vest
- Whistle
- Flashlight
- Badge
- Police Photo Identification Card
- Name tag
- Protective vest with trauma plate
- Expandable baton and holder
- Helmet
- Radio and accessories
- OC-spray and holder
- Metal Citation Book Holder

A Certified Firearms Instructor shall issue firearms and the appropriate number of rounds of ammunition according to the weapon and magazine capacity. Employee ID cards shall be issued through the Logistics Bureau Commander.

New employees shall inspect equipment issued to them and report any damage or unusual wear to the Personnel and Recruiting Officer before accepting the equipment. Employees shall not permanently mark issued equipment with initials or personal marks. Items marked in such a manner shall be considered damaged and shall be billed to the employee upon termination.

A copy of the completed "Initial Issue – Police Officer Form" shall be maintained on file in the Personnel and Recruiting Office.

Normal Re-Supply

To replace worn or damaged equipment, employees shall obtain a "Request for Personal Issue Form" from their immediate supervisor. This form should be signed by the supervisor after verifying the items requested are needed as replacement items. The completed "Request for Personal Issue Form" will be submitted to the Personnel and Recruiting Office. A copy of the completed request form will be maintained on file in the Personnel and Recruiting Office.

When the requested order is filled, the employee will be contacted. Employees will report to the Personnel and Recruiting Office to return the worn or damaged items and pick up the replacement equipment. For each replacement item received, a like item must be turned in to the Personnel and Recruiting Office.

Emergency Replacement

When situations necessitate the immediate replacement of damaged equipment, the police officer shall complete the necessary forms and receive replacement items after submitting the damaged equipment to the Personnel and Recruiting Office. A copy of the completed form will be maintained on file in the Personnel and Recruiting Office.

Emergency replacement of items not issued through the Personnel and Recruiting Office shall be handled by the appropriate bureau.

Lost/Damaged Equipment

Clothing and equipment lost or severely damaged by an employee while in the line of duty shall be reported in writing to the employee's immediate supervisor who will provide the necessary form to obtain replacement item(s). A copy of the written report and the replacement issuance form will be maintained on file in the Personnel/Recruiting Office.

Clothing and equipment which is lost or severely damaged as a result of an employee's negligence shall be reported in writing to their immediate supervisor who will provide the proper form for reimbursement and for replacement of reported item(s).

Specialized Clothing and Equipment

Certain assignments within the Department require that specialized clothing and equipment be issued in addition to the standard initial issue. Employees transferring to an assignment where specialized clothing and equipment will be needed shall fill out a Personal Issue Form and proceed as outlined under NORMAL RE-SUPPLY.

Upon transfer out of an assignment where specialized clothing and equipment will no longer be used, the employee shall, within five working days, submit the items to the Personnel/Recruiting Office. The items will then be removed from the employee's records. The employee's immediate supervisor in the new assignment shall be responsible for coordinating this task within the allotted five working days.

Termination of Employment

Upon an employee's termination, the employee shall, within 72 hours, submit issued Greenville Police Department equipment to the Logistics Division Office. Uniforms shall be clean and returned on hangers. Leather gear and other equipment shall be clean and in serviceable condition. Lost or damaged equipment, in excess of normal wear, must be compensated for. Compensation must be made in the form of cash, money order, or a check made out to the City of Greenville. The employee will receive a signed receipt for all returned or compensated equipment and a copy shall be kept on file in the Personnel/Recruiting Office.

All equipment not issued through the Personnel/Recruiting Office shall be submitted to:

Chief's Office

- Police Photo Identification Card
- Wellness center card
- Prescription drug card
- State telecommunications credit card

Firearms Instructor

- Firearms
- Ammunition

41.3.2 PROTECTIVE VESTS (BODY ARMOR)

CALEA Standard: 41.3.5, 41.3.6

The Greenville Police Department provides protective vests to each and every police officer employed with the Department. Protective vests are guaranteed by the manufacturer for a period of five years. The Recruitment Officer will maintain a list of the age of all vests and insure that vests are replaced within this time frame.

Police officers are not required to wear the vests at all times; however, protective vests shall be worn at all times while performing patrol functions, including special events and off-duty jobs. Protective vests not worn by police officers shall be kept immediately available in the officer's police vehicle so that it can be put on at will or upon notice.

In cases of bicycle patrol officers, during periods of excessively warm weather, wearing protective vests at all times is not mandated; however, the vests shall be kept in the vehicle assigned to the unit and put on as soon as practical during incidents in which there is increased potential for escalating risk to the officer. Officers assigned to the Motor Unit who choose not to wear their vests are required to maintain it in the Traffic Safety office for availability during incidents involving high risk.

When responding to an emergency call that demonstrates a potential for high risk, on-duty personnel shall put on protective vests as soon as possible. Sworn personnel involved in pre-planned high-risk situations shall be required to wear protective vests. If, in the supervisor's opinion, it becomes tactically necessary, a supervisor may require that vests be worn prior to, or at any time during, a law enforcement situation. Such situations include but are not limited to:

- Conducting a raid
- Hostage negotiations
- Active shooter or rapid deployment
- Barricaded gunmen
- Arrest of a known fugitive
- Arrest for unlawful flight
- Manhunts
- Search warrant execution
- Emergency Response Team callouts

- Escalating situations

41.3.3 POLICE VEHICLE MARKINGS AND EQUIPMENT

CALEA Standard: 41.3.1, 41.3.2

Marked Vehicles

Vehicles routinely assigned for general patrol are conspicuously marked. Greenville Police patrol vehicle markings include:

- Emergency blue lights and emergency/hazard warning lights
- Greenville Police Department emblem on both the driver's side and passenger's side
- The emergency telephone number on the fenders
- The words "Police" clearly marked on the rear trunk lid and hood
- Distinct Greenville Police Department color scheme
- The non-emergency telephone number will be listed on all marked vehicles

Each marked vehicle used in routine patrol service is equipped with the following equipment in operational order:

- Emergency blue lights and emergency/hazard warning lights
- Siren
- Mobile radio transceiver
- P.A. system
- Exterior spotlight

Each marked vehicle used in routine patrol service is equipped with the following supplies:

- First aid kit
- Fire extinguisher
- Blanket (2)
- Flares (minimum of 12)
- Measuring device
- Blood borne pathogen kit
- Stuffed Animals (2)
- Extrication device
- Seat belt cutter

Marked vehicles assigned to patrol supervisors will be equipped with booster cables in addition to those items listed above.

Unmarked Vehicles

All unmarked vehicles, which have the potential to be used for general patrol, traffic enforcement, or emergency response, shall in accordance with North Carolina General Statute, 20-125 and 20-183, be equipped with a siren and emergency lights.

Each unmarked vehicle is equipped with the following supplies:

- First aid kit
- Fire extinguisher
- Blanket (2)
- Flares (minimum of 12)
- Measuring device (traffic enforcement units only)
- Blood borne pathogen kit
- Stuffed Animals (2)
- Extrication device

Unmarked vehicles assigned to patrol supervisors will be equipped with booster cables in addition to those items listed above. Undercover vehicles assigned to Investigations shall be equipped with sirens and emergency lights. They shall be exempt from all other equipment requirements.

Replenishment of Supplies for Operational Readiness

The Greenville Police Department will maintain a minimum level of supplies and equipment for issue and use by the operational unit of the Department. The Logistics Division will maintain a documented inventory of available supplies. The Personnel/Recruiting Officer will be responsible for maintaining a minimum supply of equipment listed in this policy. The supplies and equipment that will be maintained at minimum levels is as follows:

Initial Issue to New Hires

Shirts	ordered to size
Trousers	ordered to size
Winter coat	ordered to size
Hat	ordered to size
Shoes (1 pair)	ordered to size
Raincoat	5 small, 10 medium, 5 large, 2 extra large
Tie	5 short, 10 medium, 10 long, 5 extra long
Belt	5 small(24-30), 10 (32-40), 5 large (42 and up)
Buckle	10
Handcuff set	10
Capstun/holder	20
Holster	10
Ammo pouch	10
Baton/holder	10
Traffic vest	10
Whistle/chain	10
Flashlight/charger	10
Badge	10
Hat Badge	10
Nametag	ordered to specification
Protective vest	ordered to size
Gas mask	5 medium, 5 large, 5 extra large
Radio/accessories	10
Firearms	5
Metal Citation Holder	10

VEHICLE SUPPLIES

Flares	10 cases
Fire extinguishers	10
Rubber gloves	2 boxes small, 2 boxes medium, 2 boxes large
Stuffed Animals	10
First-aid kits	10
Blankets	10
Measuring device	5
Blood borne pathogen	12
Seatbelt cutter	12
Extrication device	5
CPR masks	12

Replenishment of vehicle supplies will be accomplished as follows:

- Officers will notify their supervisors when consumable supplies in assigned vehicles need replacement.
- Consumable supplies in pool vehicles will be checked during the weekly inspection of those vehicles.

- Supervisors will notify Logistics Division supervisor or designated equipment officer of the need.
- The designated equipment officer will ensure that the needed equipment is forwarded to the on-duty supervisor for pool vehicles or the appropriate supervisor for assigned vehicles.

Equipment or supplies that require order will be ordered during the initial week of hire. For normal re-supply, emergency replacement, and initial supply of specialized equipment see Greenville Police Department's Policy and Procedures Manual, Chapter 41, Section 41.3.2 Uniform Specifications.

41.3.4 SEATBELTS

CALEA Standard: 41.3.3

Police officers of the Greenville Police Department and their passengers shall use the police vehicle's passenger safety restraining belts in all vehicles as required by N.C.G.S. 20-135.2A, including the use of child safety restraints as applicable. When circumstances dictate, such as a violent, resisting suspect, the wearing of seat belts by persons in custody in the rear seat shall be left to the discretion of the police officer.

Any person for whom a licensed physician determines that the use of such a seatbelt system would be impractical by reason of such person's physical condition or other medical reason, provided the person so exempted carries a *written* statement of the physician identifying the exempted person and stating the grounds for the exemption, shall not be made to use the seat belt system. The statement must be in possession of the person or in the vehicle.

41.3.5 PERSONALLY ASSIGNED POLICE VEHICLES (SOP 17.5.4)

CALEA Standard:

It shall be the policy of the Greenville Police Department to maintain a high visibility of police vehicles and police officers as a deterrent to crime and to best utilize police units to respond to crimes in progress and other emergencies. In addition to the vehicles normally operated by on-duty personnel during a watch, police officers may be authorized to drive vehicles to and from their place of residence and to park such vehicles conspicuously at their place of residence as a crime prevention device for the neighborhood in which they reside. Provisions of this policy shall not be intended to authorize operation of police vehicles in a manner inconsistent with the City of Greenville Ordinances or Statutes of the State of North Carolina. Employees participating in the Department's take-home vehicle program must abide by Standard Operating Procedure 17.5.4.

Vehicle Assignments

Police officers assigned to patrol that live within the city limits and who have seniority at the Department may be eligible for a personally assigned patrol vehicle. Police officers assigned to the Field Operations Bureau will share a police vehicle except those officers having a personally assigned vehicle. Police officers residing within the city limits who are assigned personal vehicles shall be allowed to keep their assigned vehicle at their residence as a general policy. Supervisors and/or Commanders shall be authorized to limit or suspend the take-home privileges or on-duty operations of assigned vehicles when such action is determined to be necessary for achievement of operational Police Department purposes.

The vehicle is an official piece of equipment and is intended for official police duties only. Reassignment of a vehicle for disciplinary purposes shall require specific approval of the Administrative Services Bureau Commander.

Vehicle Operation

Personnel operating police vehicles are to be armed with authorized police issued or approved firearms and maintain radio communications with the Communications Center when in the police unit. Assigned vehicles are not to be operated by any person other than the police officer to whom the vehicle is assigned or by an appropriate

supervisor. A supervisor may temporarily reassign a personally assigned vehicle to another driver if it becomes necessary in order to maintain an effective level for patrol and operations.

When operating a marked police vehicle during off-duty hours, police officers are required to stop to render assistance, apprehend violators of serious crimes and/or summon on-duty police officers in circumstances which logically require police attention. No off-duty police officer operating a police vehicle is to ignore any call for assistance or fail to render reasonable police service that is reasonably within their traveling vicinity. When initiating or responding to a police situation while off-duty, personnel are to notify the Communications Center by proper radio procedure. Under normal circumstances, investigations requiring more than short-term on-the-scene action are to be handled by on-duty personnel.

Occasionally, police vehicles will be used to deter criminal activity by parking them in conspicuous business or residential locations. Such crime prevention activity will be coordinated under the direction of the Field Operations Bureau Commander and the immediate supervisor of the police officer to whom the vehicle is assigned.

The use of mobile devices while operating any department vehicle is discouraged. The use of a hands free device is recommended. Reading or sending text messages is prohibited unless the vehicle is legally parked.

Vehicle Maintenance

Ensuring routine preventive maintenance, including oil change, lubrication, minor adjustments, etc, is the responsibility of the employee to whom a vehicle is assigned. The Logistics Division Commander shall ensure that monthly maintenance schedules for Department vehicles are disseminated in a timely manner. Employees should refer to Standard Operating Procedure 17-5-4 for vehicle maintenance requirements and procedures. When a vehicle is due for routine maintenance or is in need of other repair, the operator is to take the vehicle in for service. Police officers should arrange to take their assigned vehicle to the garage before the end of their tour of duty. Vehicles shall be left and picked up after service has been completed.

In the event of damage to a vehicle or breakdown which renders the vehicle unfit for continued safe use, the police officer to whom the vehicle is assigned is to ensure that proper action is initiated to take the vehicle in for repair. Fuel for assigned police vehicles is available at the garage. Police officers are to fuel their assigned vehicles during their tour of duty. Police officers are responsible for washing their assigned vehicles. This must be done during the officer's tour of duty, unless directed otherwise by the employee's supervisor. If a supervisor approves off-duty maintenance and cleaning in advance, the police officer is to document the date and times. The supervisor shall sign and date the documentation. The record shall be submitted with other payroll documents for proper compensation. Failure to obtain either prior approval for off-duty work or falsifying time records for off-duty work constitutes willful violation of this policy and shall result in disciplinary action.

Vehicle Inspection

Weekly and formal inspections of police patrol vehicles as outlined in Vehicle Inspections, Chapter 53, Section 53.1.1 Greenville Police Department's Policy and Procedures Manual shall also include personally assigned police vehicles. The formal Annual Vehicle Inspection conducted during the third quarter of the calendar year by the Field Operations Bureau Commander or designee shall include personally assigned vehicles and reserve vehicles. A formal report is to be prepared by the Field Operations Bureau Commander. The report, prepared in cooperation with the Logistics Division Commander, shall contain information on the general condition, mileage, life expectancy and operating costs of each vehicle assigned to personnel. The report is to be submitted to the Chief of Police annually and not later than the first of December.

41.3.6 MOBILE DATA ACCESS CAPABILITIES

CALEA Standard: 41.3.7

System Access and Use

City of Greenville computer use policies govern the use of all Greenville Police Department computers, computer peripherals, and software, including mobile data access terminals. The introduction of unauthorized software programs or files is prohibited. The unauthorized manipulation or alteration of approved software is also prohibited. Employees having the need to install additional software or alter current software must request and justify the addition or change by completing the appropriate Information Technologies Department project request form. Requests will be processed through the chain of command to the Chief of Police for consideration. Approved requests will be forwarded to the IT Department for action.

The State Bureau of Investigations (SBI) Division of Criminal Investigative Records maintains a computerized criminal history of individuals who have been arrested and/or for which the SBI has a valid criminal fingerprint card. The Greenville Police Department has access to local, state, and federal Criminal Justice Information Systems by means of the Division of Criminal Information (DCI).

Personnel accessing DCI records must complete DCI certification requirements, obtain a DCI Operator Identifier and password, and must be under the management control of an agency assigned an Access Identifier (ORI). DCI certification is valid for two years. Re-certification is necessary for continued DCI access and/or terminal operations. Greenville Police Department's Policy and Procedures Manual, Chapter 82, Section 82.3.4 Records, provides additional information concerning DCI access, use, security, and certification.

Greenville Police personnel have access to DCI through the use of lap top computers with mobile data terminal (MDT) capabilities. The MDTs' are assigned to certain police vehicles. Access through MDTs' is restricted to DCI authorized law enforcement/criminal justice agencies and personnel. Accessing DCI through the MDT is done the New World software system. The Mobile Data Terminals provide for the following:

- Immediate availability of information from DCI to include the status of driver's license, vehicle registrations and Wanted/Stolen information
- Dispatches for CAD
- Two-way communications with Dispatch
- Car to car communications
- Reduction of radio traffic

Personnel obtaining certification must be under the management control of an agency that has been assigned an ORI. Applicant fingerprints must be submitted on each person prior to certification, and upon return from the SBI, the fingerprints must be retained by the agency. Operator certification is valid for two years and re-certification must occur for the user to continue to operate the terminal. Individuals who are due to be re-certified have an option to "challenge the test". The NCIC/DCI MANUAL contains basic information on DCI certification and on access and entry of information contained in the DCI files.

All access to information is limited to that allowed by DCI. An agency must have been assigned an ORI. All information obtained must be used for the official business of the Greenville Police Department. Members shall not knowingly enter, or cause to be entered, false information or data into the system. Each assigned officer shall check the MDT for serviceability. Any deficiency noted of the condition of the MDT should be documented on the Vehicle Inspection Report and the supervisor notified.

System Security

MDT users must first sign onto a statewide mobile switch. All DCI/MDT users must be authorized and must have a valid password and user identification. Access to DCI is gained through the use of an individual password which is selected by the operator and recognized by DCI security programs. DCI monitors systems access, password security, administrative security inspections, information accessed, and usage of the MDT to ensure adherence to DCI, NCIC and federal communications rules and regulations.

Personnel shall not use or permit the use of their passwords or user identification by other persons. Members shall keep their passwords confidential and, in the event a user's password becomes known to another person, the

member shall immediately request a new password. Personnel are required to change their passwords every 60 days. Misuse of the DCI system by any Department employee shall result in disciplinary action.

41.3.7 TASER AXON CAMERA

Use of TASER Axon Camera – General Provisions

The TASER Axon Camera is an “on-the-body” video and audio recording system assigned to an officer as an additional means of documenting specific incidents in the field. The camera is capable of recording a maximum of 8 hours and each recording is date and time stamped. The camera may be mounted on the collar, epaulet, or on glasses. In order to maximize the utility and benefit of this specialized equipment, officers will follow the procedures set forth in this policy as outlined below:

- TASER Axon Camera shall be used only for legitimate law enforcement purpose in accordance with applicable law and Department policy.
- Any portion of a recorded image that records events surrounding a violation of the law (which includes a crime or offense prosecutable in the criminal courts in this State or in the United States or an infraction) is considered a record of a criminal investigation, as described in N.C.G.S. 132-1.4, and not a public record, as deemed in N.C.G.S. 132-1.
- Any portion of a recorded image that may be used to subject an employee to Departmental disciplinary action is a part of that employee’s personnel file as defined in N.C.G.S. 160A-168, and is open to inspection only as provided by that statute unless otherwise required to be disclosed as evidence in a criminal proceeding.

Guidelines for Use

- All officers assigned a TASER Axon Camera must receive training prior to use.
- Officers shall ensure prior to the start of each shift that sufficient media storage is available to complete their tour of duty.
- Activation is required for all enforcement actions and should be activated for potentially hostile situations or in other situations as deemed necessary.
- Recording shall not be done in situations where a person has a reasonable expectation of privacy such as in restrooms, locker rooms, etc.
- Recording of interactions with confidential informants is not authorized.
- Recording of another officer without the officer’s knowledge is prohibited.
- Using the camera for the recording of an Administrative Investigation without prior approval of the Chief of Police is prohibited.
- Officers shall not stop recording an incident until the incident or enforcement action has concluded.
- Officers are encouraged to inform their supervisors of any type of recorded sequences that may be of value for training purposes.
- Officers shall notify their supervisor if the camera is found to be functioning improperly. The supervisor will ensure the camera is inspected by a certified TASER instructor prior to continued use.

TASER Axon Camera Recording Media Management and Control

- Events being recorded on the TASER Axon Camera shall be downloaded on a docking station that automatically downloads all recorded events for storage into the evidence repository, Evidence.Com.
- Officers will not erase, alter, or tamper with TASER Axon Camera recording media
- Each camera is individually identified by an assigned account number which is entered in to Evidence.Com
- A download of recorded events shall at a minimum, be done at least once during an officer’s consecutive days working.
- Officer downloads are password protected and security authorization protected.
- Tracking access to each download is done by a digital footprint.

TASER Axon Camera Storage and Disposal

- All TASER Axon Camera recorded media shall be considered evidence and shall be handled in accordance with established policy regarding property and evidence in Chapters 83 and 84 of the Greenville Police Department's Policy and Procedures Manual.
- All TASER Axon Camera recorded media will be retained as evidence until the potential for evidentiary value no longer exists.

Supervisory Responsibilities

Supervisors with officers assigned a TASER Axon Camera will be responsible for:

- Ensuring all officers follow established procedures for the use and maintenance of TASER Axon Camera, the handling of TASER Axon Camera recorded media, and the completion of TASER Axon Camera downloads.
- Ensuring that repairs and replacement of damaged or nonfunctional TASER Axon Camera is properly performed and is reported to a TASER Instructor.

41.3.8 MOBILE VIDEO RECORDING (MVR) EQUIPMENT

CALEA Standard: 41.3.8

Use of MVR Equipment – General Provisions

Mobile video recording (MVR) equipment has been proven to be a valuable law enforcement tool in the prosecution of traffic violations and related criminal offenses, for evaluation of officer tactics and performance and for training purposes. In order to maximize the utility and benefit of this specialized equipment, officers will follow the procedures set forth in this policy as outlined below:

- MVR equipment shall be used only for legitimate law enforcement purpose in accordance with applicable law and Department policy.
- Any portion of a recorded image that records events surrounding a violation of the law (which includes a crime or offense prosecutable in the criminal courts in this State or in the United States or an infraction) is considered a record of a criminal investigation, as described in N.C.G.S. 132-1.4, and not a public record, as deemed in N.C.G.S. 132-1.
- Any portion of a recorded image that may be used to subject an employee to Departmental disciplinary action is a part of that employee's personnel file as defined in N.C.G.S. 160A-168, and is open to inspection only as provided by that statute unless otherwise required to be disclosed as evidence in a criminal proceeding.
- No MVR equipment, recorded image shall be used in any Greenville Police Department vehicle unless owned and installed by the Department.
- Only approved recording equipment, (videotape/DVD/digital imaging) issued and approved for use by the Department may be utilized in MVR equipment.

MVR Activation

- MVR equipment will automatically be activated when the vehicle's emergency warning devices are in operation.
- Emergency response requires activation of all emergency equipment which will include MVR equipment.
- The equipment may be deactivated during non-enforcement activities such as protecting collision scenes from other vehicular traffic.
- MVR equipment can also be manually activated by pressing the record button or turning on the wireless microphone transmitter.

Guidelines for Use

Officers should observe the following general procedures to ensure that the MVR equipment will properly record traffic stops or other enforcement action undertaken in the field:

- Prior to beginning a tour of duty, the officer shall determine if the MVR equipment installed in their assigned vehicle is working properly, and shall promptly notify their supervisor of any malfunction or problem.
- Make sure that the video camera is properly positioned and adjusted at the correct viewing angle to visually record the events.
- The MVR shall not be deactivated until the vehicle stop or other enforcement action is completed including prisoner transport.
- The wireless microphone should always be turned on in order to provide audio recording as well as video recording during MVR activation.
- Officers shall ensure the MVR recording media has sufficient capacity to complete their tour of duty.
- Officers shall record all traffic stops, pursuits, and any emergency response situation.
- Officers may also use their MVR equipment to record the reason for their current or planned law enforcement action such as DWI observations.
- Officers shall record the actions of suspects during interviews, sobriety checks, or when placed in custody if the recording would prove useful later in judicial proceedings.
- Officers shall record the circumstances at crime and crash scenes or other events, such as the confiscation and documentation of evidence or contraband.
- Officers are encouraged to inform their supervisors of any type of recorded sequences that may be of value for training purposes.

MVR Recording Media Management and Control

- Events being recorded on MVR recording media will be documented in the MVR recording media events log sheet with the following information: MVR recording media number; officer to whom MVR recording media is issued; beginning and ending date for use of the MVR recording media; MVR recording media storage location
- Officers will not erase, alter, or tamper with MVR recording media
- All MVR recording media will be labeled in a manner that allows efficient identification and retrieval

MVR recording media Storage and Disposal

- All MVR recording media shall be considered evidence and shall be handled in accordance with established policy regarding property and evidence in Chapters 83 and 84 of the Greenville Police Department's Policy and Procedures Manual. All MVR recording media locker boxes shall be locked and remain locked at all times.
- Each officer is responsible for properly tagging and storing MVR recording media
- Each officer will complete an evidence tag and attach it to the outside cover of the MVR recording media.
- Each officer will contact the dispatcher and have a number assigned and complete the property report.
- The completed MVR recording media will be placed in the Evidence Room lockers under the control of the Evidence Custodian.
- All MVR recording media shall be signed out for use by the officer or investigator in compliance with the established policy relative to evidence and maintaining chain of custody.
- All MVR recording media will be retained as evidence until the potential for evidentiary value no longer exists. It shall be the officer's responsibility to notify the Evidence Custodian as to when any MVR recording media no longer has evidentiary value.
- Media no longer being retained for evidence are considered the City's property and are destroyed.

Supervisory Responsibilities

Supervisors with officers assigned MVR equipment will be responsible for:

- Ensuring all officers follow established procedures for the use and maintenance of MVR equipment, handling of MVR recording media, and the completion of MVR documentation.
- Ensuring that repairs and replacement of damaged or nonfunctional MVR equipment is properly performed and is reported to the Logistics Division Commander.

41.4.1 SPECIAL PURPOSE VEHICLES AND UNITS**CALEA Standard: 41.1.3**

This directive governs the operation of special purpose vehicles and includes the following provisions:

- Authorization, conditions, and limitation of usage
- Qualifications and training for personnel assigned to operate the vehicle
- Designation of person or position responsible for the condition and maintenance of the vehicle
- A listing of equipment, if any, to be kept in or on the vehicle

Prisoner Transport Van

The Greenville Police Department maintains a dedicated prisoner transport vehicle (PTV) for use in transporting multiple arrestees/prisoners and for the temporary placement of an arrestee awaiting transport to the appropriate booking/intake facility. This vehicle is specifically equipped for this task and is to be used only for this purpose. The Prisoner Transport Van shall not be used in any pursuit. It is to be used only for its intended purpose and shall not be used as a spare vehicle, passenger van, or for hauling cargo. In addition to the specific guidelines established here, officers shall adhere to the procedures and guidelines set forth in Greenville Police Department's Policy and Procedures Manual Chapter 71, Section 71.1.1 "Transport Operations."

Vehicle Use, Authorization, and Equipment

The PTV shall be equipped as follows:

- Two way radio
- Fire extinguisher
- First aid kit
- Blood borne pathogens kit
- Various restraints (handcuffs, flex cuffs, hobble restraints, waist chains, leg chains, etc.)

The decision to use the PTV shall be made by any on-duty bureau, division, platoon, unit, or special event supervisor for a situation or event where there is an anticipated need to transport multiple arrestees.

No special certifications or licenses are necessary to operate the van. However, officers assigned as transport officers must be knowledgeable of the operating features of the van including:

- Size of the van
- Prisoner compartments and security features
- Exterior and interior door locks
- Camera and monitor
- Seat belts and adjustments
- Emergency access/exit points

The supervisor/event commander authorizing the use of the van shall designate at least one Greenville Police officer as the Transport Officer. If necessary and resources allow, a transport team (two officers) may be assigned. In mutual aid situations, an officer from another jurisdiction operating in a mutual aid capacity may be assigned to assist the Greenville Police officer designated the Transport Officer. In those circumstances, only the Greenville Police officer will operate the van.

As with any other Department vehicle, mobile device use while actively driving the prisoner transport van is prohibited except when using a hands-free device. Reading or sending text messages is prohibited.

Keys for the Prisoner Transport Van will be maintained in Communications. Supervisors shall sign out the keys on the designated vehicle use log.

Prior to placing the van in service, the Transport Officer will inspect the van for contraband, damage, missing equipment, cleanliness, and general condition.

At the completion of each transport, the designated transport officer will inspect the prisoner compartment to ensure no contraband, weapons, or personal property has been left in the van.

The supervisor authorizing the use of the van is responsible for ensuring that it is cleaned and re-fueled, and any items used/removed are replaced/returned at the conclusion of the event or incident. The Logistics Division Commander (Fleet Management) will ensure routine maintenance and repairs are done.

Guidelines for Securing and Transporting Arrestees

The officer(s) assigned as the transport officer(s) will ensure that each passenger is appropriately searched and secured before placing them in the van.

Each passenger will be handcuffed prior to being placed in the van. If necessary, additional restraints including leg shackles and/or hobbles and waist chains may be used.

Once a detainee is placed in the van, a transport officer will remain with the van and monitor the occupant(s) either directly or using the camera and monitor.

Detainees shall only be held in the van before transport for a reasonable length of time under the existing circumstances. Such circumstances include but are not limited to: the number of detainees on the van, the temperature and weather conditions, the demeanor and any combative actions of detainees, the number of officers available to assist the transport officer, the likelihood of additional detentions and the need for space on the van. If the van is occupied and it seems likely that additional persons will be transported the transport officer may stage in a safe location near the event/incident scene.

No person with obvious injury, illness or mental illness shall be transported in the van. Refer to Chapter 71 Section 71.3.1 of the Greenville Police Department's Policy and Procedures Manual for guidelines in transporting handicapped, sick or injured persons.

Persons exposed to OC spray shall not be placed in the Prisoner Transport Van until they are completely decontaminated.

It is the responsibility of the designated transport officer to ensure that persons secured in the transport van are not left unattended under any circumstances.

Females shall always be separated and transported secure from males.

Juveniles will not generally be transported in the Prisoner Transport Van. For the purposes of this policy, juveniles are those individuals under 18 years of age (NCGS 7B-1501(17)). However, emergency situations may require the transport of juveniles. An on-scene supervisor will make that determination. If juveniles are transported, they must be separated from adults.

Crime Scenes Search Vehicles

Crime Scene Search vehicles are used to transport the equipment necessary to process, preserve, document, and collect physical evidence. The Crime Scene Search vehicles will be limited to use by the Crime Scene Investigator for processing crime scenes, special training, and as outlined in Chapter 41, Section 41.3.5 of the Greenville Police Department's Policy and Procedures Manual, Personally Assigned Vehicles. The Forensics Specialists, the Forensics Services Supervisor, and their designees are authorized to operate the Crime Scene Search vehicles and equipment. The Chief of Police or a designee must authorize the use of the Crime Scene Search vehicles for other situations. The

Forensics Services Unit shall be responsible for the condition and maintenance of the Crime Scene Search vehicles as outlined by the directive, Personally Assigned Vehicles.

A valid NC Operators License is required to operate Crime Scene Search Vehicles and as with any other Department vehicle, mobile device use while actively driving crime scene vehicles is prohibited except when using a hands-free device. Reading or sending text messages is prohibited. Forensics Services personnel are responsible for equipping and maintaining Crime Scene Search Vehicles. Generally, use of the specialized equipment in Crime Scene Search vehicles is restricted to Forensics Section personnel and other qualified personnel as determined by the Forensics Specialist supervisor or assigned specialist. Equipment maintained in the Crime Scene Search vehicles shall include:

Crime Scene Photography

Cameras
Flash Unit
Batteries

Latent Fingerprint Development Kit

Brushes
Lifting tape
Powder
Backer cards

Evidence Preservation and Recovery Kit

Paper bags and envelopes
Unused paint cans
Plastic bags with seals
Measuring tapes

Tool/Impression Recovery Kit

Casting Material
Lacquer spray
Pickaxe

Emergency Response Team (ERT) Vehicle

The ERT vehicle provides the transport of personnel and equipment for the Emergency Response Team in the event of a high risk situation, natural disasters, or civil disturbance. The ERT vehicle shall be limited to use by the Emergency Response Team and for special operations training. The Chief of Police or a designee must authorize the use of the ERT vehicle in other situations. A valid NC Operators License is required to operate the ERT vehicle and as with any other Department vehicle use of a mobile device while actively driving the ERT vehicle is prohibited except when using a hands-free device. Reading or sending text messages is prohibited.

The Emergency Response Team Leader will be responsible for the condition and maintenance of the ERT vehicle. The ERT Team Leader shall determine what equipment is to be kept in the ERT vehicle to optimize mission capability. Only personnel authorized by the Emergency Response Team leader or a designee are permitted to operate the vehicle. Equipment stored in the ERT vehicle is restricted to use by the Emergency Response Team unless otherwise approved by the Chief of Police or a designee. Qualifications, training, and responsibilities for personnel assigned to the ERT are detailed in Greenville Police Department's Policy and Procedures Manual, Chapter 46, Section 46.2.2 Special Operations.

Bicycle Patrol

The Greenville Police Department utilizes a bicycle patrol for:

- Visibility and accessibility within the community
- Bridging the gap between foot and motor patrols
- Providing better access to restricted areas
- Patrolling high crime areas in a covert manner

The bicycles will be used only by the Special Operations Unit as a part of its patrol function. Only Special Operations Patrol personnel are authorized to operate the bicycles unless otherwise approved by the Chief of Police. Each bicycle patrol officer shall be responsible for reporting maintenance problems to the Special Operations supervisor not later than the end of the shift.

Equipment maintained on each bicycle shall include:

- Saddlebag
- Headlight
- Police officer's personally assigned equipment
- Taillight

The bicycle patrol officers perform the duties of Special Operations officers. The bicycle patrol officers will be assigned to other duties at the discretion of the on-duty Special Operations supervisor, unless otherwise directed by the Field Operations Bureau Commander or the Chief of Police.

Bicycle Patrol Officers will usually be assigned to the following locations:

- Downtown business district
- Parks and green way corridors
- Malls and shopping centers
- School zones
- Residential neighborhoods
- Special events
- Other areas as directed by the Patrol Special Operations Division supervisor or Field Operations Bureau Commander

Bicycle Patrol Officers shall adhere to the following guidelines:

- All patrol bicycles shall be operated in compliance with applicable state and local laws.
- Bicycle patrol officers shall use caution when operating bicycles during emergency situations.
- Bicycle patrol officers shall always wear helmets while operating a bicycle.
- Passengers shall not be allowed
- The bicycles shall be secured to a permanent fixture when not being used. If a bicycle cannot be secured to a permanent fixture, the bicycle patrol officer shall secure the bicycle in a manner so that it cannot be ridden.
- Damages to bicycle patrol equipment shall be reported to the Field Operations Bureau Commander not later than the next working day after the damage was discovered.
- Traffic collisions involving patrol bicycles shall be immediately reported to the Field Operations Bureau Commander.

Police officers are selected for bicycle patrol through a formalized selection process. Following selection for this assignment, the police officers shall receive training and certification through the Police Mountain Bike Association or other appropriate training entity. Police Officers assigned to the Bicycle Patrol Unit shall attend training as soon after their assignment as such training is available.

Motorcycle Traffic Unit

The Motorcycle Unit is assigned to the Traffic Safety Unit. The Unit shall be responsible for the enforcement of North Carolina traffic statutes and the City of Greenville Code of Ordinances as they relate to traffic enforcement. The Greenville Police Department further utilizes a motorcycle unit to:

- Provide visibility and accessibility within the community
- Provide quicker access into areas of traffic congestion
- Aid in traffic enforcement
- Assist in special events escorts such as funerals, parades, visits by local, state, national, or foreign dignitaries

- Assist in any other assignments as designated by the Traffic Safety Unit supervisor, Field Operations Bureau Commander, or Chief of Police.

Motorcycle Officers shall be selected through an established selection process. The officers shall receive training at a certified motorcycle training facility. All police officers operating motorcycles shall be required to possess a motorcycle operator's endorsement as outlined by North Carolina General Statute 20-7 prior to assignment as a Traffic Safety Motorcycle Unit Officer and must maintain such an endorsement during the tenure of their assignment.

Operation of the motorcycle shall adhere to all requirements as set forth in the North Carolina General Statutes, Chapter 20, as well as all requirements contained in the Greenville Police Department's Policy and Procedures Manual. Also, as with all other Department vehicles, use of a mobile device while actively driving a motorcycle is prohibited except when using a hands-free device. Reading or sending text messages is prohibited.

Equipment to be maintained on each motorcycle shall include:

- All standard emergency operations equipment; front pursuit lights, rear strobe lights, side strobe lights, siren, speaker, two-way mobile radio
- First aid kit
- Blood borne pathogen kit

Motorcycles are designated as personally assigned vehicles. Care and maintenance of motorcycles are governed by Greenville Police Department Standard Operating Procedure 17-05-04. Additionally, Motor Unit officers are responsible for ensuring that maintenance and repairs are conducted in accordance with active service contracts governing those vehicles.

Segway Personal Transporter

Segway Personal Transporters enable personnel to cover more ground in less time, increases carrying capacity, and allows for more productivity. The Segways are assigned to the Code Enforcement Division and to the Field Operations Bureau. The Segways are identified as police department property by a minimum of two "Police" decals that are clearly visible to the general public.

Limitations / Conditions for Use

The Segways will not be used during inclement weather as determined by the appropriate supervisor. Additionally, Segways assigned to the Code Enforcement Division are designed primarily for street use and should not be used for off-road travel. Segways assigned to the Field Operations Bureau have off-road capabilities, although this capability should be exercised with caution. Although all Segways are capable of negotiating curbs, they should not be used to go down steps or stairs. The Segways are to be operated on sidewalks when possible. Also, as with any other Department vehicle, use of a mobile device while operating a Segway is prohibited except when using a hands-free device. Reading or sending text messages is prohibited.

Personnel will wear the following equipment while operating the Segway Personal Transporters.

- Bicycle helmet
- Reflective yellow traffic vest or Bicycle Patrol shirt/jacket with high-visibility markings

Qualifications and Training

Personnel who operate the Segway Personal Transporters shall receive instruction on proper operation and maintenance by a representative from Segway prior to operating a Segway. Additional personnel can operate the Segways after receiving approval and instruction on operation guidelines from an employee who received the initial training from the Segway representative.

Condition and Maintenance

As with all police vehicles, individual operators shall be responsible for documenting the required daily inspection and maintenance of the Segway when in use. Problems shall be documented and reported through the Chain of Command to the Division or Bureau Commander.

Equipment

Each Segway has the following listed equipment.

- One digital key unique for each vehicle. Additional keys are maintained in the Logistics Division Commander's office.
- Battery operated emergency lights
- One charger adaptor per unit
- One attachable storage compartment

Animal Control

Animal Control Officers are not sworn law enforcement officers. They are empowered by City Ordinance to enforce animal control violations and are under the command and control of the Code Enforcement Commander. The Animal Control Officers are supervised by the Animal Control Supervisor who shall report directly to the Code Enforcement Division Commander. Animal Control functions shall include the following responsibilities:

- Respond to complaints and requests for service concerning animal control problems
- Investigate all animal bites within the City limits
- Patrol the city in search of violations of animal control ordinances
- Pick up and transport animals to the Pitt County Animal Shelter
- Issue Citations and testify in court as needed
- Pick up dead animals on public property and dispose of them as required by law

New animal control employees are required to work under the supervision of an experienced Animal Control Officer for nine weeks prior to working on their own or being placed on call duty. During the nine weeks period, animal control employees are trained in the proper handling and operation of assigned equipment, City Code, and Departmental policy. Employees attend training relative to their assignments and shall attend periodically additional training. Such training includes:

- Rabies Control Conference
- Cruelty Investigation
- National Animal Control Training Academy; Levels I and II

Greenville Police Department Animal Control Officers are not certified as law enforcement officers. However, they may be authorized to carry less-lethal weapons including OC spray and impact weapons to provide protection in the performance of their duties against aggressive animals. They are not authorized to use a *baton* against humans; however they may use the *OC spray only* in a defensive manner against a human. If any non-sworn employee feels threatened or otherwise believes the use of force may be necessary, they should request a police officer to respond. Animal Control Officers using OC spray as a defensive weapon against a human shall complete a Use of Force Report.

Animal Control Vehicles

Animal Control vehicles shall be used for animal patrol and transporting animals to and from the Animal Shelter or other appropriate facility. The Animal Control vehicles and equipment shall be limited to use by the Animal Control Unit for animal control functions unless otherwise authorized by the Chief of Police or a designee. Also, as with any other Department Vehicle, mobile device use while actively driving an Animal Control Vehicle is prohibited except with a hands-free device. Reading or sending text-messages is prohibited.

Animal Control officers shall be responsible for the condition and maintenance of their vehicles as outlined in Section 41.3.5, "PERSONALLY ASSIGNED VEHICLES." The vehicles shall be equipped as outlined in the ANIMAL CONTROL OPERATIONS MANUAL and shall be equipped with:

- Caution lights
- Radios
- Catch sticks

- Cat tongs
- Snake grabbers
- Animal cages
- Computer

Mobile Command Center

The Greenville Police Department maintains a mobile command center (MCC) for use at civil disturbances, man-made or natural disasters, special events and any other event as designated by the Chief of Police. The decision to use the MCC shall be made by the Chief of Police. In the absence of the Chief of Police, the decision shall be made by the officer in charge of the Department.

The MCC purposes are:

- To provide a mobile facility for the coordination and collaboration of emergency management services
- To provide a centralized point of command for administrative staff
- To provide a mobile Communications Center
- To provide visibility and accessibility within the community
- To bridge the gap between Command Staff and field operations
- To provide better access to restricted areas
- To provide access to additional special use equipment

This vehicle is specifically equipped for these tasks and is to be used only for these purposes. It is to be used only for its intended purpose and shall not be used as a spare vehicle, passenger vehicle, or for hauling cargo.

Vehicle Use, Authorization, and Equipment

The MCC shall be equipped as follows:

- Two way radio
- Fire extinguisher
- First aid kit
- Blood borne pathogens kit
- Office supplies
- Logistical supplies
- Food supplies
- Cleaning/Toiletry supplies

Only personnel who have been through the six (6) hour orientation training and who have a Class B or higher CDL with airbrake endorsement are authorized to operate the MCC. Personnel selected and authorized to operate the MCC are designated by the Chief of Police. All operators of the MCC must be knowledgeable of the operating features of the vehicle including:

- Size of the vehicle (40 feet)
- Storage compartments and operational features
- Exterior and interior door locks
- Camera and monitor
- Seat belts and adjustments
- Emergency access/exit points
- Maintenance requirements
- Locations of special use equipment

All authorized MCC operators, the Logistics Commander, and Communications will have a key to the MCC. The MCC operators' team leader will have overall responsibility for the condition and maintenance of the MCC vehicle. The MCC operators' team leader shall determine what equipment is to be kept in the MCC vehicle to optimize mission

capability. Equipment stored in the MCC is restricted to use by events requiring the use of the MCC or as designated by the Chief of Police.

Prior to placing the Mobile Command Center in service, the MCC operator will inspect the MCC for damage, missing equipment, cleanliness, and general condition. The MCC operator shall complete a pre-trip inspection report as required by the *Division of Motor Vehicles* and the *Greenville Police Department*. The MCC operator shall also complete a *Greenville Police Department* post-trip inspection report. The MCC operator is responsible for ensuring the vehicle is re-fueled and any items used/removed are replaced/returned at the conclusion of the event or incident. The Logistics Division Commander (Fleet Management) will ensure routine maintenance and repairs are done.

As with any other Department vehicle, mobile device use while actively driving the Mobile Command Center is prohibited except when using a hands-free device. Reading or sending text messages is prohibited.

Electric Motorcycle

The electric motorcycle enables personnel to cover more ground in less time, increases carrying capacity, and allows for more productivity in specific unique areas or during specific events in a more energy efficient, environmentally friendly manner. The electric motorcycle is assigned to the Patrol Bureau. The electric motorcycle is identified as police department property by a minimum of two "Police" decals that are clearly visible to the general public.

Limitations / Conditions for Use

The electric motorcycle will not be used during inclement weather as determined by the appropriate supervisor. The electric motorcycle has the capability to travel on any type of surface. Unless otherwise specified and approved by the Patrol Bureau Commander, the electric motorcycle will only be used for directed patrols or at specified special events. Also, as with any other Department vehicle, use of a mobile device while operating the electric motorcycle is prohibited except when using a hands-free device. Reading or sending text messages is prohibited.

Personnel operating the electric motorcycle shall at all times while in operation wear the following:

- DOT approved motorcycle helmet
- Department approved and issued high-visibility outerwear

Qualifications and Training

All personnel who operate the electric motorcycle must carry a North Carolina driver's license with a motorcycle endorsement prior to operation. Personnel who operate the electric motorcycle shall receive instruction on proper operation and maintenance by a representative from BRAMMO, the electric motorcycle manufacturer. Additional personnel can operate the electric motorcycle after receiving approval and instruction on operation guidelines from an employee who received the initial training from the BRAMMO representative.

Condition and Maintenance

As required with all police vehicles, individual operators shall be responsible for documenting the required inspection and maintenance on the Electric Motorcycle Inspection form. Problems shall be documented and reported through the Chain of Command to the Division or Bureau Commander who shall then forward the information to the Logistics Division Commander. The Logistics Division Commander shall be responsible for all Department- owned electric motorcycles.

Equipment

The Electric Motorcycle has the following listed equipment.

- One digital key, with additional keys maintained in the Logistics Division Commander's office.
- Battery operated emergency lights
- One charger adaptor per unit
- One attachable storage compartment

41.4.2 CANINE UNIT

CALEA Standard: 41.1.4, 84.1.4

This directive governs the selection criteria, operation, and procedures for officers and police canines and includes provisions for:

- Authorization, conditions, and limitations of usage
- Qualifications and training for personnel assigned as handlers
- Designation of person or position responsible for the care of the animal(s)
- A listing of equipment required for each canine team

Selection Criteria for K-9 Units personnel

Assignment to the K-9 Unit is subject to approval by the Chief of Police. To be eligible for consideration for assignment to the K-9 Unit, a police officer must:

- Not be on any disciplinary or performance probation
- Have one year of continuous service with the Greenville Police Department
- Participate in physical fitness and agility tests

The selection process for the K-9 Unit personnel includes:

- Successfully complete physical fitness and agility tests
- Satisfactory completion of an oral interview
- A satisfactory review of candidates' personnel files

Due to the extensive costs associated with the placement of a canine handler in service, the assignment to canine handler is additionally contingent upon the agreement of the police officer to specific conditions as follows:

- Attend and satisfactorily complete training as a canine handler through a police canine training facility approved by the Chief of Police.
- Keep and maintain the canine assigned to the handler in accordance with the training received at a police canine training facility approved by the Chief of Police and with Department Policy.
- Continue to work for the Greenville Police Department in the capacity of a canine handler for a period of three years, unless released from canine responsibilities and re-assigned by the Chief of Police.
- In the event the canine handler should voluntarily separate from employment with the City of Greenville, relinquish the position as a canine handler, or fail to discharge any other duties contained within this policy during the three year period of assignment, the canine handler shall reimburse the City of Greenville on a monthly basis, all costs associated with travel, Canine Handler Certification, and all costs associated with canine housing.

Canine Unit Training and Physical Assessment

All Greenville Police Department personnel assigned to the K-9 Unit shall participate in training and readiness exercises. The personnel assigned to the K-9 Unit will also complete a quarterly physical assessment and K-9 handler's who are unable to complete any phase of the assessment will have 30 days to satisfactorily complete the assessment. The handler will be reassessed and if the handler is unable to complete the assessment, the handler will then be put on six months probation. At the end of six months the handler will be reassessed. The K-9 Supervisor shall be responsible for documenting the training and physical assessment. The handler's supervisor will be notified if

the handler is unable to pass the assessment and the supervisor will forward the results through the chain of command.

Canine Patrol Procedures and Equipment

The Canine Unit is used to support the operations of the Greenville Police Department in criminal apprehension, drug search, building search, area search, and tracking. The activities assigned to the canine shall depend upon the level of training and expertise of the canine and the canine handler. Canine handlers are selected through the use of an assessment process. Following selection as a canine handler, the police officer shall receive formal training at a police canine training facility approved by the Chief of Police.

The canine handler is responsible for the care and handling of the assigned canine at all times. Additional equipment needed for the daily care of the canines shall be the responsibility of the canine handler to ensure the equipment is readily available. Only canine handlers are authorized to handle the canines. The canine handler vehicle is not to be used for animal control calls or for transportation of other animals.

Canine officers shall be responsible for the condition and maintenance of their vehicles as required by Departmental policy. The canine vehicles shall be equipped as outlined by this directive under POLICE EQUIPMENT.

The on-duty canine team will be responsible for, but not limited to, the following:

- Responding to all alarms
- Responding to all felony in progress calls
- Responding to all open door or window reports if the investigating police officer on the scene suspects persons to be in the building
- Responding to all breaking & entering and burglary in progress calls
- Responding to all prowler calls when a threat to life has occurred
- Handling any special duties as deemed necessary by the shift supervisor

Upon request canine teams will respond to the following situations:

- Tracking suspects or lost persons
- Building searches
- Crowd control
- Tactical situations
- Special investigations assistance/narcotics detection

A request for immediate use of the services of the canine team in accordance with guidelines of this directive may be made by any police officer at the scene of the incident. The on-duty patrol supervisor will be notified of any canine search situation.

Call Out

If a canine team is not on duty and a police officer believes a canine team is needed the police officer shall notify the on-duty supervisor. The on-duty supervisor of the requesting police officer shall evaluate the circumstances surrounding the incident. If the supervisor determines that the use of the canine team is warranted, the supervisor shall notify the on-call team.

Unless otherwise assigned, a canine team on routine patrol may voluntarily respond to any incident where the team may be of assistance. The decision to employ a canine in a search shall rest with the canine holder. At the time the canine is requested, the handler should be advised of the nature and location of the incident, the nature of the canine service desired, and the name of the police officer in charge at the scene. The responding handler may decline to conduct a specific canine operation when, in the handler's opinion, such an operation is outside the capacity of the dog or would present an unnecessary and unacceptable level of danger to the handler, dog, or others present.

Building Search

Whenever possible, the owner or other appropriate contact of any public building or business shall be contacted to determine if any authorized personnel should be inside the building. The canine handler shall check with the on-scene police officer in charge for information obtained on anyone suspected of being in a building.

Upon arriving at a scene, the canine handler will assume control of building search activities. No police personnel should enter the building except as directed by the handler. The scene perimeter shall be secured by patrol personnel. When practicable, prior to entering a building, the handler will give a verbal warning in a voice loud enough to be heard inside the search site. The purpose of the warning is to afford any suspects or personnel an opportunity to come out or surrender.

A patrol vehicle public address system, bullhorn, or loudspeaker shall be utilized, if available, to announce the warning. The announcer shall identify the handler, instructions for surrender, and notification that a trained police canine will be released if the occupant(s) fail to surrender according to instructions.

Prior to the canine team entering the building all exits should be closed. If a controlled (on leash) search is conducted, the handler may request additional police officers to accompany him into the building. Additional police officers shall not be utilized in a building where the canine is released.

When an apprehension is apparent, back-up police officers will not approach the canine team until requested. Once called, back-up officers will assume control of the suspect and the canine team will remain stationary until the suspect is removed. Once perimeter officers are back in position, the search may resume.

Tracking Suspects or Lost Persons

Police officers at the scene will determine the exact location of the suspect or lost person when last seen. All vehicles in the immediate area are to be shutoff. All unnecessary pedestrian traffic should be prevented. No police personnel should enter the area prior to the track.

Police officers should apprise the canine handler of the situation upon the handler's arrival. Police officers should apprise the canine handler of the time elapsed since the person to be tracked was last seen. On a criminal suspect track, the immediate establishment of a crime scene perimeter may be the single most important factor that determines the success or failure of the track. The investigating police officer is responsible for the implementation of the perimeter. When tracking a suspect, the canine team will be accompanied by at least one other police officer who shall maintain communications and coordinate with other police officers and Communications.

Area or Article Search

The canine handler will plot the areas to be searched and direct the canine accordingly. Every effort shall be made by the handler to protect items of an evidentiary nature so that fingerprints or markings are not disturbed. Police officers should treat any area to be searched by a canine as a crime scene.

Narcotics Detection

The canine handler should be given as much advance notice as possible as to the location of the search and the type of narcotics expected to be present. Upon execution of a search warrant, police officers should secure the scene, contain all persons present in one area, and make no search other than for weapons. Once secured, the canine will enter and begin the search. As the search progresses, persons present will be moved to an area already searched. Once the canine team has completed its search, police officers on the scene should conduct a secondary search.

When a vehicle search is requested, the requesting police officer shall not search the vehicle before the arrival of the canine team. The requesting police officer shall secure the vehicle by turning it off, and closing all doors and windows of the vehicle. While the canine team is conducting the search, the requesting police officer should instruct the occupants to stand to the rear of the patrol vehicle.

Crowd Control

The canine team will be used for crowd control only upon expressed authorization of the ranking on-duty supervisor or in situations of imminent danger. In crowd control situations, the canine should remain on leash at all times. When subjects are throwing objects and/or are armed, use of the canine should be left to the discretion of that canine's handler.

Apprehension of Suspects and Police Officer Protection

Use of the canine in making and/or maintaining an arrest is considered the use of non-deadly force. Generally, the canine may be used under the same conditions that a police officer would use his baton or other non-lethal weapon.

The canine handler must bear in mind that in responding to a request for the canine team, the handler is responsible for determining whether the use of the canine is justified and feasible. The canine handler must make every effort to ensure that the person to be apprehended has committed a serious offense, is resisting a lawful arrest, or there is imminent danger or potential for bodily harm to a police officer or citizen. The canine handler shall, if possible, verbally warn the suspect that the canine will be released. If the suspect stops fleeing, resisting, or otherwise surrenders, the canine will be recalled. The canine handler will not intentionally send the canine after a suspect being pursued by other police officers. If any police officer is in foot pursuit and finds a police canine approaching, the police officer should stop immediately and stand motionless.

If there are reasonable grounds to believe the offender is a juvenile, the canine handler will exercise due caution unless there is imminent danger or potential for bodily harm to a police officer or citizen.

When an apprehension is made, the person(s) apprehended shall be turned over to the investigating officer or the police officer requesting canine assistance.

Canine Drug Training Protocol

The objective of the Canine Drug Training Protocol is to provide guidelines in the use of the controlled substances as training aids for the Canine Unit. These aids will be used in the training of the canine to search for illegal controlled substances. The Canine Unit will consist of a canine and the Canine Officer, both trained by a registered canine school.

Aids Used in Training

Training aids will consist of pseudo and actual controlled substances (cocaine, marijuana, heroin, etc.) to be used in the continued training of the Canine Unit. Training aids will be secured in the Property and Evidence Section and available only to canine officers. The removal and return of training aids shall be documented on a training aid accountability log maintained for that purpose. Any inadvertent destruction of a training aid during training will be noted upon return and witnessed by at least two persons. The addition of any training aids will also be noted on the log. The log will be maintained indefinitely to be used as verification as well as inventory purposes.

Obtaining Training Aids

Controlled substances seized as a result of violations of state or federal law may be converted to training aids upon authorization by a Court Order. The order should specify the drug type, amount, purpose and receiving agency. Drugs may be purchased by following the federal guidelines as described in the Controlled Substances Act. Purchase of drugs as training aids should only be used after other methods have been exhausted. Drugs must be purchased through the Drug Enforcement Administration and the North Carolina Department of Human Resources, Regulatory Branch, according to policies and procedures. The Canine Unit coordinator is responsible for packaging controlled substances and other substances used as training aids in the manner necessary for that purpose.

Destruction of Training Aids

Should a training aid inadvertently be destroyed during a training session, the loss shall be documented and reported to the Field Operations Bureau Commander and the North Carolina Department of Human Resources, Regulatory Drug Control Division. When a training aid loses its effectiveness, it shall be returned to the Property and Evidence Section. The return of training aids for destruction shall be documented on the training aid accountability log.

Training aids shall be destroyed by the Property and Evidence Section in accordance with established destruction procedures for controlled substances.

Biennial Inventory

A complete inventory of all training aids will be maintained and updated at least every two years on the anniversary of the date of this protocol as required by Chapter 1304.04 of the Code of Federal Regulations. This inventory, as well as all records, will be maintained and subject to inspection at all times. The biennial inventory will contain a complete and accurate record of all training aids on hand on the date of the inventory.

Training Procedures

The training aids will be utilized in the following manner:

- Preparing the canine to locate narcotics in locations such as vehicles, packages and other searches where narcotics are suspected to be concealed
- “Scenting” the narcotics bag to reward the canine

The Canine Officer will document all training and results. The records will also be retained for court purposes.

Dog Bite Procedure

Canine handlers shall immediately notify the on-duty Platoon Commander in the event a Greenville Police Canine bites or otherwise causes injury to any person, whether on or off duty. The Platoon Commander will notify the Chief of Police through the Chain of Command whenever a police canine has bitten a 3rd party person or a dog bite to a Department employee results in a serious injury. Canine handlers will immediately render first aid or otherwise provide medical attention to any individual bitten or otherwise injured by a police canine in accordance with Section 1.3.1 “Use of Force” of the Greenville Police Department’s Policy and Procedures Manual.

Canine handlers will submit appropriate Use of Force forms and statements detailing the circumstances surrounding any bite or other injury caused by using a police canine. Photographs of all dog bites or other injuries will be made whenever possible.

Mutual Aid Requests

All requests for a canine team outside the City shall be directed to and approved by the Platoon Commander, Field Operations Bureau Commander, or the Chief of Police. Upon arriving on a scene when requested by another agency, the handler may choose not to participate if, in the handler’s judgment, the action would jeopardize the handler, the canine, or the City of Greenville or the request would not be in line with approved canine guidelines.

Requests for Canine Demonstrations

All requests for canine demonstrations will be documented using a Request for Community Activity form. The completed form shall be reviewed and approved by the Canine Handler’s Bureau Commander, who will then disseminate this information to the appropriate personnel. Demonstrations will be scheduled according to workload demands and the following guidelines shall apply:

- Police canines must remain on-leash at all times
- Handlers are only permitted to demonstrate obedience skills and search techniques
- The public shall be allowed no closer than five (5) feet away from the canine at any time
- Handlers will have another officer available to assist with all canine demonstrations
- Canine teams are **NOT** allowed to demonstrate apprehension techniques
- The public is **NOT** allowed to pet or touch the police canine

Canine Equipment

At a minimum, canine handlers will be equipped with the following equipment necessary for the safe, effective use of the animal:

- Kennel with dog house constructed at the handler’s residence
- Police vehicle equipped to transport and maintain the animal during duty hours including automatic and remote door opener, and alert system

- Automatic/remote door opener
- Water buckets for home and vehicle and food bowl
- Leash, choke chain, tracking leash and tracking harness
- Reward toy such as Kong dog toy
- Narcotic training bags
- Bite suit and bite sleeve

41.5.1 FUNERAL ESCORT REQUESTS

CALEA Standard: 61.3.3

The Greenville Police Department provides funeral escorts upon request. The following procedures ensure that all requests for funeral escorts are handled in a proper and expedient manner.

Receipt of Funeral Requests

Representatives of the funeral homes located within the city limits have been advised to contact a Community Service Clerk or a telecommunicator at least one day in advance to request a funeral escort. The Community Service Clerks or telecommunicators will enter into the CAD the following information:

- Name of the funeral home
- Date and time of the service
- Location of the service
- Escort request from _____ to _____
- Route to be taken

Refer to *SOP, 41.5.1* for specific guideline on conducting funeral escorts.

41.5.2 CITIZEN OBSERVER (RIDE-ALONG) PROGRAM

In order to establish a better understanding and relationship between the police and the citizens, the Greenville Police Department will allow citizens to ride with on-duty police officers within the guidelines established below.

General Requirements of Citizen Observer Program Participants

Citizens who want to participate in the Citizen Observer Program shall adhere to the following provisions:

- The Citizen Observer Program Application/Waiver Form must be completed and submitted to the Community Services Supervisor. The Community Services Supervisor shall review the application for completeness; such as, phone numbers, ride-along dates, etc. The Community Services Supervisor shall then forward the application to the Field Operations Bureau Commander or designee prior to the citizen's participation in the Citizen Observer Program.
- The Field Operations Bureau Commander or designee will document the information in the Citizen Observer Log and will forward the application/waiver form to the Records Section for a local and NCIC criminal history check of the applicant.
- Citizen Observers must turn in their application at least five (5) days prior to the requested ride-along date.
- Citizen Observer Program applicants must be at least 18 years old to participate in a ride-along.
- Citizen Observers shall not be allowed to carry any weapons
- Citizen Observers shall not be permitted to ride-along wearing blue jeans, tennis shoes, or T-Shirts.
- Citizen Observers must be citizens of Pitt County unless specifically approved by the Field Operations Bureau Commander and the Chief of Police.
- When the ride-along is terminated before the end of four hours, the reason will be documented in the "comments" section of the applicant form and sent to the Field Operations Bureau Commander.

Approval Procedure

The Records Section will forward the application with the criminal history check, to the Field Operations Bureau Commander within 48 hours of its receipt. The Field Operations Bureau Commander may approve the application by a signature and date. The Field Operations Bureau Commander may deny the application by a signature and date, with the reason for denial written in the "comments" section of the application.

The Field Operations Bureau Commander will log and forward the application, if approved, to the appropriate Platoon Commander to be retained until the applicant's scheduled ride-along. The Field Operations Bureau Commander will notify the applicant of approval or denial of the application. The Field Operations Bureau Commander will forward all applications to the Crime Prevention Unit. The Crime Prevention Unit will maintain all applications on file for a period not less than two years.

When the applicant arrives to ride on the approved date, the Platoon Commander will complete the application by signing the application and if the applicant request to ride with a specific officer then the officer's name will be documented also. The police officer assigned to conduct the ride-along should familiarize the citizen with the responsibilities and functions of being a police officer in a professional and positive manner. Upon completion of the citizen's ride-along, the Platoon Commander or the police officer may write comments regarding the ride-along, including any problems encountered or observations, on the application form. The Platoon Commander shall forward the completed application form to the Field Operations Bureau Commander and the Field Operations Bureau Commander will then forward it to the Crime Prevention Unit. The Crime Prevention Unit shall maintain the completed application on file for a period of not less than two years.

Guidelines Governing Citizens Observing Police Activities

Police officers conducting a citizen ride-along are strictly prohibited from engaging in a vehicle pursuit while the citizen is in the police vehicle. The police officer shall also refrain from placing the citizen in a high risk situation as defined by policy.

The citizen is strictly prohibited from assisting the police officer in discharging his/her lawful duties. Such prohibited activities shall include, but not be limited to the following:

- Searching suspects
- Interrogating suspects
- Searching crime scenes
- Interviewing witnesses
- Restraining suspects
- Completing required law enforcement forms

However, an officer may request the assistance of the citizen pursuant to North Carolina General Statute 15A-405. In such instances, the rights, privileges, and responsibilities pertaining to the citizen which are contained in the General Statute will govern and control during the incident requiring citizen assistance. It is the responsibility of the police officer conducting the ride-along to inform the citizens of the prohibited activities and of the provisions of North Carolina General Statute 15A-405.

When a police officer is accompanied by a Citizen Observer Program participant, including Police Chaplains and/or media personnel, the program participant shall be permitted to enter a privately owned structure only after responding police officer has requested and obtained permission from the occupants of the structure.

At all times, the responding police officer shall evaluate the circumstances of the call for service with regard to the safety of the program participant and shall use professional discretion in permitting that person to enter the structure. In general, non-police personnel should be discouraged from entering privately owned structures during a response to a call for service as it may place the individual at a greater risk.

Under no circumstances shall a citizen, including media personnel, be allowed to participate in the execution of a search warrant or arrest warrant. Citizen Observer Program participants are forbidden at all times from entering a privately owned structure in these instances.

41.5.3 VACATION HOUSE CHECKS

The Greenville Police Department shall provide a vacation house check service to residents of the City of Greenville upon request. A resident planning to be away from home for an extended time may contact the Greenville Police Department and request that a police officer check their residence during their absence. A police officer will be assigned to conduct a periodic security check as a scheduled call for service.

Persons requesting a house check may either telephone or come to the Police Department to make the request. Vacation house check requests will be electronically entered as a scheduled call for service by a Community Services Clerk or a Telecommunicator into the Department's computer aided dispatch system. All applicable information shall be obtained from the person making the request to include a beginning and ending date, not to exceed thirty (30) days. Vacation house check requests are assigned by district.

Electronically entered vacation house checks, will automatically appear as a call for service at the beginning of each day during the requested time frame. Police officers who receive a vacation house check as a call for service will be responsible for conducting the checks not less than once each day.

41.5.4 TRESPASSING/SEARCH AGENT AGREEMENT PROCEDURE

The Greenville Police Department has established procedures governing trespassing agreements and search agent agreements that are governed under North Carolina General Statute 14-159.6 through 15-159.14. These forms authorize police officers of the Greenville Police Department to act as an agent of the property and are available to the public for the purpose of enforcing current trespassing laws. These procedures are not intended to limit officer's abilities to enforce trespassing statutes not related to trespassing agreements as allowed by law.

Procedures have been established governing searches of private property and in an effort to assist property owners, business owners, and residents of Greenville a *Consent Search Rights* form is available. This form is to be used to interdict the possession, sale and distribution of illegal drugs and any other illegal activity that would require it necessary to conduct searches for drugs, contraband, or instrumentalities of a crime on private property.

Trespassing Agreements

Business/Property owners within the City of Greenville who desire to have trespassing enforced on their property must adhere to the following guidelines before police officers can act on their behalf:

- The owner must post No Trespassing Signs in conspicuous locations on the premises including but not limited to the entrance and exit of the location that are visible to the general public.
- Signs must be posted visibly in common areas such as in parking lots in apartment complexes
- Property owners, business owners, current residents, property managers, or agents must be willing to testify in court as to the power to delegate such authority.
- The property owner, business owner, current resident, property manager, or agent grants the right of ingress and egress to the officers of the Greenville Police Department for the purpose of enforcing the agreement.
- The property owner, business owner, current resident, property manager, or agent grants officers the right to make inquiries into the person's actions to determine their right to be on the premises.

- The owner/manager/agent shall be responsible for keeping the agreement current and making changes when owners, managers, or tenants change.

Greenville Police Officers who receive a request for a trespassing agreement by a member of the public shall ensure the following:

- A valid NC driver's license or NC identification card is presented
- The requestor's position, telephone number, and address has been verified
- The business name, residential property and/or business address has been verified
- The business telephone number has been verified
- Ensure the form is signed and dated by the requestor and the officer
- Ensure the form is either witnessed by the officer or notarized.

Upon completion of a form the form shall be forwarded to the Records Unit where it will be scanned and the original maintained. If a completed form is needed for court purposes a copy may be printed certified as true for introduction into evidence in a court of law. Validity of trespassing agreements can be verified through Communications.

In the event, an officer faces the possibility of enforcement action and when possible the officer should:

- Verify a current trespassing agreement is in place for the location in question
- Request identification from the suspected person and verify legitimacy of being on the property
- Point out no trespassing signs and direct the person to leave the property if the person is on the property without consent
- Advise the person there is a trespassing agreement for the location and failure to leave the property will result in their arrest or a citation for trespassing
- Take appropriate enforcement action based on the totality of the circumstances

Consent Search Rights Form (Property Owners)

The following guidelines govern the Consent Search Rights form and shall be followed by Greenville Police Officers before any search is authorized:

- Request and receive a valid NC driver's license and or NC identification card
- Verify the requestor's position, telephone number, and address
- Verify the business name, residential property owner's name and/or business address that consent is being given for
- Verify the business telephone number
- Ensure the business owner or resident understands they are authorizing the Greenville Police Department to conduct searches
- Ensure the business owner or resident understands they have the right to withdraw consent to a search, and can limit the scope or time of a search
- Explain that any evidence or instrumentalities of a crime can be seized
- Explain their testimony may be required to verify authenticity of the documents
- Advise the Consent Search Rights form is valid for one year and is renewable at the request of the requestor
- Complete the Consent Search Rights form and ensure that it is signed by the requestor, the officer, and a witness
- Ensure the form is witnessed by the officer or notarized

All completed Consent Search Rights forms shall be forwarded to the Records Unit where it will be scanned and the original maintained. If a completed form is needed for court purposes a copy may be printed certified as true for introduction into evidence in a court of law.

Consent to Search Waiver of Rights Form

An officer may search a person, place, or thing without any suspicion if the officer has received verbally and/or in writing valid consent to the search by the person authorized to give consent. Authorized people who may give consent are:

- An owner or someone in apparent control of the area to be searched
- Homeowners (excluding a room occupied by a houseguest)
- Landowners over common areas of property such as parking lots
- Parents except where the child has complete and exclusive use of a room
- Spouses and roommates except where one party has complete and exclusive use of the room
- Two parties with equal privacy interest in the place to be searched (the consenting party overrides the non-consenting) A search warrant should be considered, unless exigent circumstances exist.

Officers may choose to have the person sign the Consent to Search Waiver of Rights Form. If an officer elects to utilize this form the officer must:

- Not coerce the person into signing the form
- Ensure the person is authorized to give consent
- Advise the person they can withdraw consent at any time
- Not exceed the authorized scope of consent given
- Additionally provide the Consent to Search Rights form for all landowners or tenants requesting a search

41.5.5 OPERATION TEDDY BEAR PROGRAM

The purpose of "Operation Teddy Bear" is to provide a means by which police and juvenile officers of the Greenville Police Department can ease the anxiety level of children involved in traumatic situations. By providing a child with a teddy bear, the child can begin to feel a sense of comfort and security by holding on to an object he or she can identify with. Patrol and juvenile officers of the Greenville Police Department shall maintain at least two stuffed animal toys in their vehicles at all times. The distribution of teddy bears or other stuffed animals will be in accordance with the procedures set forth in this policy.

Distribution and Maintenance of Teddy Bears

Platoon Lieutenants during periodic inspections will ensure that stuffed animals are issued to all patrol and juvenile officers. In order to protect each of the teddy bears from becoming soiled, they will be kept in a plastic bag for protection. A minimum of two stuffed animals will be placed in each of the patrol and juvenile vehicles.

Dissemination of Teddy Bears

When any officer responds to a call and finds a small child experiencing physical or emotional trauma, a stuffed animal should be given to the child immediately. As a general rule, stuffed animals are to be given to children under the age of six years old. However, an officer may determine that certain situations involving older children may warrant their receiving a stuffed animal.

Once a stuffed animal has been distributed, it is the responsibility of the police or juvenile officer to notify their supervisor to request a replacement. Circumstances where distribution of a stuffed animal would be appropriate, but are not limited to, include:

- Traffic-related collisions
- Domestic dispute
- A child who is lost and waiting the arrival of parents or guardians
- A child who has been injured in a non-traffic crash
- A child who appears to be emotionally upset

In an incident where more than one child is involved, the police or juvenile officer should request assistance from other police or juvenile officers to supply more stuffed animals.

41.5.6 ROUTINE EMERGENCIES

Responding to day-to-day “routine emergencies” requires police officers to make decisions appropriate to the specific call as outlined in SOP 41-5-5, Attachment B. However, the following procedures shall provide general guidelines for safely handling day-to-day police hazards.

In Progress Robbery/Burglary/ Calls

Police officers should respond by Emergency Response as outlined in this policy. Only the assigned officers and a supervisor shall respond directly to the scene of the robbery. While in route to the robbery location, the responding officers should be alert for suspicious persons or vehicles leaving the area of the robbery. Other police officers should immediately respond to the areas around the robbery location in an attempt to locate the suspects leaving the area.

Responding officers should avoid pulling up directly in front of the robbery location and should take care in not destroying any physical evidence in or around the robbery location. The responding officer shall immediately attend to victims. The responding officer shall follow the investigative guidelines as outlined in Greenville Police Department’s Policy and Procedures Manual, Chapter 42, Investigations.

Robbery/Burglary Call Already Occurred

Police officers should respond by Routine or Emergency Response, depending upon the urgency of the situation. Otherwise, the call shall be handled in the same manner as outlined above for a robbery/burglary in progress.

Stopping Suspicious Persons

Police officers should attempt to stop and approach suspicious persons in an area that is well lit if possible, or at least a location that provides as much officer safety as possible. Police officers shall advise communications of the location of the stop; and a complete description of the person(s). Officers shall complete field interview cards on any suspicious person contacted. Whenever possible, the police officer should request and await assistance from a backup officer.

Stopping Suspicious Vehicles

Suspicious vehicle stops should be handled as outlined in Greenville Police Department’s Policy and Procedures Manual, Chapter 61, Traffic, “Misdemeanor Stops” or “Felony Vehicle Stops”. The specific approach to the stop shall depend upon the nature of the situation and the need for officer safety.

Responding to Alarms (SOP 41-5-5)

Greenville Police Officers may be called upon to respond to a variety of alarms, including commercial and residential burglary alarms, silent alarms, and panic alarms. The Greenville Police Department generally considers an alarm activation to merit an in-progress or emergency response. However, Police officers have the discretion to respond to alarms at a routine response dependant on existing conditions and factors known to the officer at the time the alarm is dispatched to the officer. Conditions to be considered when deciding on the appropriate response should include time of day, traffic/pedestrian volume, weather conditions, roadway conditions, and previous history of alarm activations at the location to which the officer is responding. Police officers shall, when responding to alarms, operate their police vehicles with due regard for the safety of others.

When police officers have been dispatched to an alarm, the assigned units shall approach the structure in a normal manner and speed as if on routine patrol. The officers should be very observant for any unusual activity around the building. The officers should continue past the building and position the police vehicle in such a manner as to give the best possible advantage to viewing suspects leaving the building. The officers should also remain alert for

possible accomplices positioned on the outside of the building. The back-up officer shall remain no more than one-quarter mile from the location of the alarm scene and shall await further instructions from the dispatcher, assigned officer, and/or supervisor.

Should the responding units be advised by dispatch that the alarm was false and backups have been cleared for further traffic, the assigned officer should check the building using the same caution and care as if the alarm was not false. When a responding unit arrives at the scene, a contact from within the building bearing identification should come into the parking lot of the building to confirm the false alarm. If a contact does not come out of the building, the officer should respond as though a crime is in progress.

When suspects are observed leaving the building and are far enough away to avoid returning inside the building, the responding officers shall order the suspects to submit to arrest. If hostages are taken, the incident shall be handled in accordance with the written directives detailed in Greenville Police Department's Policy and Procedures Manual, Chapter 46, Special Operations. If no suspects are present and the alarm was not false, the responding officer shall secure the crime scene and make the appropriate Department contacts.

ATTACHMENT A

GREENVILLE POLICE 10 CODES

10-4	Acknowledgement (Ok)	10-75	Wanted / Stolen
10-6	Busy		
10-7	Out of Service		
10-8	Available		
10-12	Standby		
10-18	Urgent		
10-20	Location		
10-22	Disregard		
10-23	Arriving at Scene		
10-24	Clear from Last Call		
10-27	Driver's License Information		
10-28	Vehicle Registration Check		
10-29	Check for Wanted / Stolen		
10-33	Help Me Quick (Emergency)		
10-35	Traffic Stop		
10-36	A - Citation B - Written Warning C – Verbal Warning		
10-40	Fight		
10-41	Beginning Tour of Duty		
10-42	Ending Tour of Duty		
10-43	Chase		
10-50	Vehicle Collision (PD, PI, F)		

10-55 Intoxicated Driver

10-56 Intoxicated Pedestrian

10-57 Breath Test

10-73 Mental Patient

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
41 .2.6	Related Policy Chapter: Crime Scene Management	
Date Initially Effective 11/11/09	By The Order Of: _____ William J. Anderson, Chief of Police	
Date Revised	Date Reissued	Page 1 of 4

A. PURPOSE

The purpose of this procedure is to provide written guidelines for the response, proper scope, protection, security, and integrity of crime scenes. Proper management of a crime scene holds a vital role in the successful investigation and prosecution of criminals and their offenses.

B. DISCUSSION

Crime Scenes vary in nature and while major crimes scenes, in progress scenes, and cold scenes involving minor offenses will not always require the same approach, these guidelines are intended to provide a generalized approach to managing a crime scene. These guidelines will also enable responding personnel to have the framework of an investigation already established regardless if the processing of the scene is handled by shift level ID personnel or Forensics personnel. The gathering of crime scene information does not always begin upon arriving at the scene and responding personnel should be prepared to begin management of a crime scene before their arrival.

C. DEFINITIONS

1. Major Crime Scene – A scene that requires urgent and thorough investigation due to the seriousness/complexity of the offense.
Examples – homicide, unexplained/unnatural deaths, armed robbery, aggravated assault that may result in a fatality, etc.

2. Transient Evidence – is the type of short-lived evidence subject to damage or destruction by exposure to the elements. Evidence which changes with the passage of time.
3. Crime Scene Security – To close or limit access
4. Crime Scene Protection – Guard all aspects of the crime scene from harm or damage.
5. Contained Crime Scene – A scene located solely within an enclosure of some type, i.e. interior of a building, or fenced area.
6. Proper Scope - The extended boundaries of where the actual offense occurred to include all areas that may be affected and searched for evidence.

D. RESPONSE

1. In transit to crime scenes, officers shall be cognizant of vehicles that may be in flight from the scene. The officer should relay the description, and direction of travel of any vehicle seen leaving the area or the potential area of the crime scene.
2. Officers responding should be observant upon arrival of individuals in the crime scene and their actions. Individuals seen leaving should be detained immediately or as circumstances allow if possible.
3. In the event an officer observes an individual leaving the crime scene, or who are in the immediate area, and the officer is unable to identify the individual leaving, the officer should relay to the other units the description, direction and method of travel of the individual. Assisting officers, as soon as circumstances allow, should detain any person in the immediate area of the crime scene. If the individual cannot be detained their description and any unusual actions they may have taken should be documented as soon as possible.
4. Visually determine the potential scope of the crime scene in preparation of providing security and protection as soon as circumstances or events allow. Be aware that the scope may change from what was first considered after the security and the safety of the victim or other individuals has been established. Be aware that low lighting and other conditions may have an impact on determining the proper scope.
5. Visually observe and be prepared to document the conditions of the scene that are immediately obvious upon arrival.

6. Do not drive up directly in front of the residence, business or into the crime scene area. It is recommended that patrol vehicles be stopped one hundred feet, or one house back from the actual location of the call.
7. Avoid driving or walking over visible evidence. Do not walk through blood trails, etc. if at all possible.

E. PROVIDING SCENE SAFETY AND SECURITY

1. Upon arrival, personnel should never touch, change, or alter anything until it has been documented, identified, and photographed except under emergency circumstances.
2. Locate, identify and apprehend suspects if possible.
3. Locate victims, determine the victims' condition and call for medical assistance if necessary. Make every effort to maintain the crime scene in the same physical condition the suspect left it. EMS personnel should be guided to the victim by taking the least evidence destroying path possible and the names of all responding personnel documented.
4. Determine if the offense committed is such that a shift identification officer can address, or is one that requires Forensics personnel to respond such as a major crime or special circumstance... If a shift identification officer is needed and is not on scene the primary officer shall request that one respond. In the event, Forensics personnel are needed the primary officer shall notify the on-duty supervisor.
5. After addressing potential suspect and/or the medical needs of the victim are being handled by medical personnel the officer should establish or designate the establishment of the proper scope of the crime scene. Barriers should then be placed on the outer most perimeter of a non-contained crime scene. Crime scene tape is the most commonly used barrier, however officers are not limited to crime scene tape only, but may use patrol vehicles and fences to contain a scene.
6. Document all individuals present and have them detained in a location outside of the crime scene until such time as a preliminary interview can be conducted and the investigating officer authorizes their release.
7. Immediately begin or designate an officer to assist with starting an official Greenville Police Department Crime Scene Log. The officer designated should maintain the log until the scene is released or unless otherwise directed by a supervisor. The log should include all personnel assisting or present, including

those that may have been on-scene prior to the crime scene log being started and the reason for their presence.

8. Limit or close access to only those personnel that absolutely need to be present to investigate, render aid, or assist in the investigation of the crime. The investigating officer has the authority to determine personnel allowed in the crime scene.

9. Determine if additional resources are needed to assist in maintaining security of the scene and request assistance in providing additional security in addition to the barrier if needed.

F. PROTECTION AND PRESERVATION OF THE EVIDENCE

1. If it becomes necessary to have evidence moved for EMS to render aid to the victim, the evidence moved, its original location, and the reason for the move should be documented. This information should also be relayed to the personnel assigned to process the scene.

2. If the crime has just occurred or is still in progress and a search for weapons is being conducted before the scene is processed, any weapons located should have the location they were found documented

3. To secure and protect contained scenes and the possible destruction of transient evidence close all open doors and windows. Document the location of any doors or windows that were found open.

4. All personnel should exercise caution when within the crime scene to avoid unnecessary disturbances of evidence. Officers should ensure that personnel from other agencies, such as EMS, Fire, and Utilities should be directed around evidence as much as feasible.

5. Utilize available resources such as blankets, tarps, and tents to protect evidence from inclement weather or hide from public view deceased subjects.

6. Vehicles that will be processed for DNA evidence should be towed to a secure location and covered.

G. EXTENDED SCENE SECURITY AND PROTECTION

1. In the event, a scene requires extended security and protection, officers assigned security detail shall be positioned in such a manner that

they are able to maintain a constant visual on the scene. If the scene is a larger scene the officer shall not remain in a stationary position, but shall periodically check all areas of the scene.

2. Officers assigned security detail that encounter subjects requesting to enter the scene, shall before allowing entry, confirm with the on-duty supervisor the subjects are authorized.
3. Officers assigned security detail shall complete a supplement identifying any authorized subjects entering the scene, their purpose, and any changes to the scene made while it is still in a protected status.
4. All officers working a security detail are responsible for relaying any activity occurring involving the scene during their assignment to the officer relieving them. The officer shall also relay any information concerning future activity that is expected to occur to the relieving officer.

H. RELEASE OF THE CRIME SCENE

1. The primary officer and any assisting officers should relay all visual observations, statements from witnesses/victim's/suspect's or any other pertinent information to personnel processing the scene and any detectives assigned.
2. Personnel processing the scene should contact the primary officer if the officer left the scene to go to the hospital or to some other location for possible further information that may assist in their investigation before releasing the scene.
3. All personnel should continue to protect, secure, and maintain integrity of a crime scene until such time as the scene has been processed by the appropriate personnel, and the investigating officer authorizes the release of the scene.

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
41-5-3	Patrol – Keep Checks/Directed Patrol/Vacation House Checks	
Date Initially Effective	By The Order Of: _____ William J. Anderson, Chief of Police	
Date Revised	Date Reissued	Page 1 of 3

A. PURPOSE

The purpose of this procedure is to address citizen concerns of criminal, nuisance, suspicious or other questionable activity in a defined geographical area through documented uniform patrols of that area over a specified time period.

B. DISCUSSION

The Greenville Police Department provides uniformed patrol throughout the City as circumstances and operational needs allow. Circumstances often exist, however, at specific locations or areas that may require additional documented patrol. Under those circumstances, a Keep Check and Directed Patrols may be the appropriate police responses.

Upon request, the Greenville Police Department provides a vacation house check service to residents of the City of Greenville. A resident planning to be away from home on vacation may contact the Greenville Police Department and request that police personnel check their residence during their absence. Periodic security checks will be conducted by authorized police personnel.

This directive will outline appropriate procedures for determining if a directed patrol or vacation house check is appropriate, documenting the call, and documenting responses to the call.

C. DEFINITIONS

Authorized Police Personnel: For the purposes of this procedure, authorized police personnel may include sworn Greenville Police Officers and reserve officers, Greenville Police Department volunteers, or other personnel as designated by the Chief of Police.

Directed Patrol (10-88): A drive-by or walking inspection of a location on a random basis as time and operational circumstances permit. Directed Patrols are done for locations where a Keep Check has been established and documented as a CAD call for service. Directed Patrols may also be used as a method of documented police presence at a specific location if an officer believes that documentation is necessary.

Keep Check: A request made by citizens or police officers for directed patrols to occur at a location or area. Keep Checks may be appropriate for locations where criminal, nuisance, suspicious or other questionable activity has occurred and is expected to continue to occur. Keep Check requests are honored through Directed Patrols (10-88) as defined below.

Vacation House Check: A free service provided on request to Greenville residents going on vacation. Police officers will police officer will conduct a periodic security checks as outlined below. The vacation house check service is limited to thirty (30) days.

D. PROCEDURES

KEEP CHECKS

1. Keep Checks must be based on circumstances or reasons that can be articulated. Those circumstances or reasons include citizen or officer concerns of criminal, nuisance, suspicious or other questionable activity in a defined geographical area.
2. Requests for a Keep Check may be made by the occupant, manager, Greenville Police officers, or any other person authorized to access the location having knowledge of circumstances at a location for which a Keep Check may be an appropriate response.
3. The requesting person must articulate the reason or circumstances for a Keep Check and that information documented as a CAD call for service for a Keep Check.
4. The employee accepting the Keep Check request will inform the requesting party that a Keep Check location will be patrolled only as time and circumstances allow. It is not a guarantee of special service.
5. Keep Checks will generally run for 14 consecutive days. A Keep Check may be extended for a second 14 day period by any officer based on ongoing circumstances or activities. The Keep Check extension with documentation must be entered as a second CAD call for service.
6. A Daily Keep Check Report will generate automatically each day. The report will provide active Keep Checks by patrol district. That report will include the following information for each Keep Check.
 - a. CAD call number
 - b. address/location/specific times (if applicable)
 - c. narrative information justifying the Keep Check
7. On-duty Patrol Division supervisors shall ensure that the information from the Daily Keep Check Report is provided to the appropriate officers under their supervision.
8. Officers with Keep Checks in their assigned district or area of responsibility will conduct directed patrols at those locations randomly as time and operational circumstances allow. The reason for the Keep Check, days and times of reported problems, location, history and other pertinent information should all be considered by officers when conducting directed patrols at the Keep Check locations.

9. Officers will notify Communications of any Keep Check activity by using the designation “Directed Patrol” or “10-88” and provide the address or location.
10. Communications personnel will log the call in CAD as a “Directed Patrol” at the location provided.
11. Keep Checks will not generally be granted based on a “failure to act” in a timely manner by a responsible party. (Examples include failing to have repairs made or facilities secured, no or incorrect emergency contact or key holder information, etc.)
12. If a party requests a Keep Check for an extended period (greater than 28 days) or there is no justification for the extension, officers may recommend or suggest internal or external security alternatives such as:
 - a. notation of request for increase patrol on the district notes board in the Patrol briefing room
 - b. Vacation House Check for residences that meet that criteria
 - c. installation of a portable alarm as a short term alternative
 - d. installation of a permanent alarm system
 - e. recommendation of private security or off-duty officers

VACATION HOUSE CHECKS

1. Persons requesting a house check may either telephone or visit the Police Department to make the request. Vacation House Check Forms (form GPD:136:3-01) may be processed by Information Services Representatives, Telecommunicators, desk officers, volunteers, or other appropriate personnel.
2. The individual accepting the Vacation House Check request will inform the requesting party that this is a thirty (30) day service provided to Greenville residents going on vacation. If the request does not meet these criteria, a Keep Check may be considered or the requesting party may be referred to the on-duty Platoon Commander.
3. The individual accepting the request will record all necessary information on the form and ensure that the information is entered in the CAD system as a call for service and the CAD call number is recorded on the form.
4. Once the request is appropriately recorded and documented, the Vacation House Check will be forwarded to the Platoon Commander scheduled to work the following day shift. That supervisor will ensure the Vacation House Check is logged and placed into the appropriate district folder. The house check log will include the location, district, date received, and date returned on each house check form received.
5. Authorized personnel receiving house checks will be responsible for conducting the checks not less than once each day, reporting the check to the Communications Center, and completing the Vacation House Check Form. When calling in house checks, personnel should not provide specific addresses, but only indicate a block number, apartment complex, or similar descriptor.

6. Platoon supervisors working day shift will review the house check log and ensure expired Vacation House Check Forms are removed and forwarded to the Patrol Division Commander.

7. The Patrol Division Commander will forward them to the Crime Prevention Unit where they will be retained on file for not less than two years.

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
41-5-5	Patrol: Alarm Response	
Date Initially Effective 09/10/07	By The Order Of: _____ William J. Anderson, Chief of Police	
Date Revised	Date Reissued	Page 1 of 3

A. PURPOSE

The purpose of this directive is to outline the procedures that department employees will use in response to alarms. This will include identifying the cause of the alarm activation, proper documentation of alarm call dispositions, and other specific duties relating to responding officers, communications personnel, and the implementation of an Alarm Reduction Unit.

B. DISCUSSION

The Greenville Police Department seeks to encourage citizens and businesses to properly use and maintain alarm systems to deter crime and assist in the apprehension of suspects. Officers will respond expeditiously, but safely, to all alarm incidents. The department will provide the appropriate assistance to resolve the situation in a professional manner. Alarms should be considered as genuine until found otherwise.

C. DEFINITIONS

1. *Alarm Administrator* will be a sworn officer designated by the Chief of Police to manage the alarm reduction program.
2. *Alarm Coordinator* will be a civilian position whose duties will include the daily operation of the alarm reduction program.
3. *Alarm user* means any owner, tenant or other person or entity that uses or is in control of an alarm system within the city.
4. *Alarm site* means the individual location of each alarm system.
5. *Alarm system* means any assembly of equipment, mechanical or electrical device or series of devices, including but not limited to systems interconnected with a radio frequency method such as cellular or private radio signals, which emit or transmit a remote or local audible, visual or electronic signal indicating an alarm condition and intended to discourage crime and summon the Greenville Police Department.
6. *Authorized Agent* means a person identified by the alarm user as having authority to make decisions regarding the alarm and property.
7. *Continuous Electrical Power Disruption* means an alarm caused by continuous electrical power disruption in excess of four hours.

8. *Physical Damage Caused by Weather* means an alarm caused by physical damage to the alarm system as a result of lightning, wind, or other meteorological event, where there is clear evidence of physical damage to the alarm system.

D. RESPONSIBILITIES OF RESPONDING OFFICERS

1. Upon arrival at the business or residence, the officer will secure the premises and make a cursory check of the exterior for suspicious persons and evidence of possible criminal activity.
2. If no authorized agent for the alarm site is at the scene, the officer will determine if one will be responding. If an authorized agent will be responding, the officer(s) will wait 30 minutes for their arrival.
3. In instances whereby an authorized agent is available and responds, the need to search the premises for suspicious persons and evidence of criminal activity will be determined by the primary officer. If a canine team is available, officers will conduct such searches in accordance with General Order 41.4.2, Building Search. If no canine team is available, a minimum of two officers will conduct a search of the premises.
4. Based on their observation and investigation, the primary officer responding to the alarm will make a determination about the cause of the alarm activation.
5. The primary officer will report one of the following alarm dispositions to Communications:
 - Operator Error
 - Equipment Failure
 - Physical Damage Caused by Weather
 - Continuous Electrical Disruption
 - Suspicious/Criminal Activity
 - Alarm Cancelled
6. Should the officer determine the cause to be either human error or mechanical failure, the primary responding officer will complete an Alarm Response Notification. The Alarm Response Notification will be presented to the authorized agent or affixed to the building in a prominent location.

E. RESPONSIBILITIES OF COMMUNICATIONS PERSONNEL

1. Upon receipt of the report of an alarm, the telecommunicator will dispatch a primary responding officer and a secondary officer unless directed otherwise by the on-duty shift supervisor.
2. The telecommunicator will obtain the following information from the alarm company. All pertinent information obtained from the contact with the alarm company will be entered into the CAD entry.
 - A call back number for the alarm company
 - Whether an authorized agent for the premises has or will be contacted.
 - The identity of the authorized agent contacted or to be contacted.

3. The tele-communicator will provide information to the responding officer regarding the authorized agent for the premises and whether the agent will be responding to the scene.
4. If the telecommunicator is informed that an authorized agent will not be responding and the officer identifies circumstances that necessitate the authorized agent be present at the scene, the telecommunicator will inform the alarm company of the reasons that an authorized agent is required.
5. If the alarm company is unable to provide information regarding an authorized agent for the premises, the tele-communicator will utilize all available departmental resources. If no authorized agent can be located, information regarding all attempts will be documented in the CAD entry.
6. The tele-communicator will record the disposition determined by the primary officer into the CAD entry.

F. RESPONSIBILITIES OF THE ALARM REDUCTION UNIT

1. The Alarm Coordinator will manage the daily operation of the alarm reduction program through the use of alarm management software. Daily queries will be run from the CAD to generate and mail letters and invoices to the alarm operators determined to be in violation of the City Ordinance.
2. The Alarm Administrator will hear and respond to all appeals submitted in writing to the Alarm Reduction Unit.
3. The Alarm Reduction Unit will generate annual reports on alarm trends, usage, and response to be reviewed the Alarm Administrator to identify needs for policy revision and/or other pertinent information.

**GREENVILLE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURES****41.2.1 Related Policy Chapter: Self- Dispatching****Date Initially
Effective 04/30/10****By The Order Of:** 
William J. Anderson, Chief of Police**Date
Revised****Date
Reissued****Page 1 of 4****A. PURPOSE**

The intent of this directive is to provide Department personnel with the guidelines necessary to establish the appropriate circumstances in which an officer may use the self (silent)-dispatching or quick-call capabilities provided by the agency's records management system.

B. DISCUSSION

As calls for service increase, so does the amount of radio traffic. Enabling officers to self-dispatch silently and electronically will reduce the amount of radio traffic. Self-dispatching to an active or pending call will also increase the amount of information available to officers in the field. Officers are provided on their mobiles an accurate list of pending and current calls, officers' locations, officer availability, victim contact information, and other pertinent information concerning each individual call.

The self-dispatching function shall never be used in situations that would compromise officer safety as the sole method of transmitting the call. Officers shall remain cognizant at all times that a call that was entered in a low-risk category has the potential to escalate and use of the mobile only may no longer be appropriate at that point.

C. DEFINITIONS

1. Self (Silent) Dispatch – The act of officers assigning themselves to an existing call for service through the use of their mobile.
2. Quick Call – a capability for an officer to silently and electronically notify Communications that they have initiated a call for service.

3. Clear Unit – a status change option indicating that a single officer is clearing a call.
4. Clear Call – a status change option indicating that all officers have been cleared from the call. Once entered additional options become available to provide up to three dispositions and a narrative.
5. LERMS – Law Enforcement Records Management System

D. QUICK CALLS

The LERMS software provides officers the capability to initiate a call for service silently and offers numerous types of calls that this capability may be used for. Caution, officer safety issues, and common sense are factors that must be considered when using this portion of the software. The following are the types of approved calls that an officer may use the quick call capability to initiate a new call.

- Abandoned Vehicle
- Abuse ** *unless in progress*
- Animal Complaint
- Assist Motorist
- Communicating Threats ** *unless suspect is on scene*
- Damage to Property ** *unless suspect is on scene*
- Deliver Message
- Directed Patrol
- Fireworks
- Follow-Up
- Gas Drive-off ** *if there is not any suspect information*
- House Check
- ID Work
- Juvenile Complaint ** *unless a suspect is on scene*
- Keep Check
- Lost Property
- Motor Vehicle Crash ** *property damage only*
- Parking Violation
- Recovered Property
- Recovered Vehicle ** *unless suspect is on scene*
- Request Officer
- Traffic Complaint
- Trespassing ** *unless suspect is on scene*
- Unlock Vehicle
- Video Tape Submission

E. SELF-DISPATCHING

The LERMS software offers officers the capability to assign themselves enroute to a pending call or enroute to assist another officer on a call. However, caution, officer safety issues, and common sense are factors that must be considered when using this aspect of the New World software. The following are the types of approved calls that an officer may use the self-dispatch aspect of the LERMS.

- Abandoned Vehicle
- Animal Complaint
- Assist Motorist
- Check on Welfare
- Communicating Threats *** unless suspect is on scene*
- Damage to Property ***unless suspect is on scene*
- Deliver Message
- Directed Patrol
- Fireworks
- Follow-Up
- Funeral Escort
- Gas Drive-Off *** unless suspect is on scene*
- Harassment ***unless suspect is on scene*
- House Check
- ID Work
- Juvenile Complaint ***unless suspect is on scene*
- Keep Check
- Lost Property
- Parking Violation
- Recovered Property
- Recovered Vehicle ***unless suspect is on scene*
- Request Officer
- Soliciting
- Traffic Complaint
- Trespassing ***unless suspect is on scene*
- Unlock Motor Vehicle

F. OFFICER STATUS CHANGE

Officers have four options available to change their status using the dispatch message. Officers may use Enroute, Arrive, Clear Unit and Clear Call options. Officers choosing to self-dispatch or initiate a quick call shall enter in the dispatch message the appropriate status change each time a change occurs. An *assisting officer* should never select the Clear Call option. When they are no longer needed on the call, they should use the Clear Unit option. Only the *primary officer*, should use the clear call option, and even then shall do so with caution, ensuring that no officer remains on scene. Primary units shall ensure that the call has a disposition entered and a narrative before clearing the call.

**GREENVILLE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURES****41.5.1****Related Policy Chapter: Patrol: Funeral Escorts****Date Initially
Effective 03/07/11****By The Order Of:** 
William J. Anderson, Chief of Police**Date
Revised****Date
Reissued****Page 1 of 3****A. PURPOSE**

The Greenville Police Department provides funeral homes upon request and as a courtesy, a funeral procession escort. The following guidelines have been established to provide for the direction and safety of all funeral escorts.

B. DISCUSSION

The funeral escort provided by the Department is limited to those funeral homes that are within the City limits of Greenville. The escort will be terminated at the City limits unless approval to travel outside the City limits has been authorized by the Chief of Police or designee.

Funeral escorts shall be conducted utilizing marked patrol vehicles only and uniformed personnel. Funeral home personnel shall be responsible for providing marking equipment and instructions to drivers of private vehicles participating in the procession.

North Carolina G.S. 20-157.1 authorizes law enforcement to conduct funeral escorts. The guidelines that have been established shall not conflict at any time with the rules established by N.C.G.S. 20-157.1.

C. TELECOMMUNICATOR / COMMUNITY SERVICE CLERK RESPONSIBILITIES

1. The funeral home director or authorized representative is required to make the request for a funeral escort directly to a Community Service Clerk or a telecommunicator at least twenty-four (24) hours in advance of the funeral. The telecommunicator or Community Service Clerk receiving the call shall advise the caller the following:

- Any delays in the scheduled start time shall be communicated to the Communications Center prior to the start time
- All vehicles in the procession must have their headlights and hazard lights on during the procession
- Officers will not standby for extended periods of time if calls for service are pending

3. Telecommunicators and Community Service Clerks shall ensure that the funeral request is entered as a scheduled call for service into the CAD system and shall also enter the following information:

- Name of the funeral home
- Start date
- Start time (time entered should be 30 minutes prior to the actual start time)
- Call type (escort funeral)
- Location of the service
- Escort from _____ to _____
- Anticipated route of the procession

D. OFFICER RESPONSIBILITIES

1. The officer assigned prior to conducting the funeral escort shall:

- Ensure that funeral home personnel have notified all drivers in the procession that all traffic laws should be obeyed unless they can proceed safely through a traffic control device
- Ensure that funeral home personnel have notified all drivers to have their headlights and hazard lights on
- Discuss with funeral home personnel the route to ensure it is the most expedient and safest route to the final destination

2. The escorting officer while leading the procession shall:

- Activate headlights, blue lights, and hazard lights
- Obey all traffic control devices
- Lead the procession by driving on the right-hand side of the roadway
- Operate the patrol vehicle at an appropriate speed below the speed limit to allow the procession to stay together as much as possible

E. EXCEPTIONS

Circumstances may occasionally arise involving an exceptionally large funeral procession or involving a special dignitary. In the event the assigned officer has knowledge that the funeral procession is extremely large then the officer shall notify the on-duty supervisor. The on-duty supervisor shall have the discretion to modify the method the funeral escort should be conducted and to assign additional personnel to assist as necessary.

Modifications to this policy for funeral escorts involving special dignitaries shall be based on a case by case basis by the on-duty supervisor. Any other exceptions to this policy shall only be approved by the Chief of Police or designee.